

BY LAWS

WESTERN REGION INTERGOVERNMENTAL PERSONNEL ASSESSMENT COUNCIL

Adopted April 1, 1980, Amended August 1, 1982 and January 1997

I. PURPOSES

- A. To develop and share improved personnel selection procedures and instruments through intergovernmental cooperation.
- B. To improve communication among member jurisdictions and with other personnel assessment groups.
- C. To assist member jurisdictions in maintaining professional personnel selection standards, and in complying with legal requirements and guidelines.
- D. To increase the technical expertise of assessment personnel in member jurisdictions and the public sector generally.
- E. To promote the principles of merit selection and equal employment opportunity.
- F. To provide an action-oriented forum for review and recommendation of professional and legal issues affecting personnel selection.

II. MEMBERSHIP

A. Jurisdictional Membership

1. A qualifying jurisdiction is a public agency (or subdivision thereof) that supports the WRIPAC purposes and has provided a representative who has attended at least two (2) consecutive business meetings and has committed to participate in a project or committee.
2. All jurisdictional members must provide a representative who meets the following criteria:
 - a. demonstrated technical selection or personnel research expertise.
 - b. sufficient organizational authority for project implementation as indicated in a letter of support of WRIPAC, and
 - c. active current participation in WRIPAC. (Active current participation is defined as attending at least two (2) business meetings during each fiscal year of WRIPAC with no more than two (2) consecutive absences and maintain active involvement in one (1) project or committee.)

B. Individual Membership

1. Other individuals who provide assessment services to public agencies and who otherwise meet the criteria required of a jurisdictional representative may qualify for individual membership.

2. Individual members may not:
 - a. be recipients of assessment materials governed by formal WRIPAC agreements;
 - b. cast votes relating to budgetary or fiscal matters;
 - c. cast votes relating to the amendment(s) of the Constitution or By-Laws;
 - d. cast votes relating to membership additions or removals;
 - e. hold a WRIPAC office.

C. Removal of Members

Membership and related privileges shall be revoked by failure to comply with membership criteria and/or the failure of a member jurisdiction/individual to provide a representative at three (3) consecutive business meetings. Exceptions to this requirement can only be granted by a two-thirds (2/3) vote of the membership present at any regular business meeting. Member organizations' names will be placed on the business meeting agenda as an information item for review prior to removal from the organization.

D. Current Membership

Membership in WRIPAC consists of the public jurisdictions and individual members as maintained by the Vice President. Approval of new members will require a two thirds (2/3) vote of current jurisdictional members present at a regular business meeting.

III. BUDGET

The organization (WRIPAC) is a non-profit, tax-exempt, organization. An annual budget of projected income and expenses shall be adopted by simple majority vote of the member jurisdictions present at the fall business meeting. It is the responsibility of each jurisdictional or individual member to assume the costs related to their attendance at WRIPAC meetings and functions.

IV. WRIPAC OFFICERS

A. Type of Officers

WRIPAC officers will consist of a President, Vice-President, Secretary, and Financial Officer.

B. Eligibility for Office

To be eligible for office, an individual must be the representative of a jurisdictional member at the time of election.

C. Election of Officers

Nominations shall take place at the winter business meeting. Elections shall take place by mail ballot returned and tabulated by the immediate past President. The results shall be announced by March 30th.

Officers shall be elected by a simple majority vote of the total current jurisdictional membership as of the conclusion of the nominating meeting. If none of the individuals nominated for office receives a majority vote as of the vote deadline stated on the ballot, a run-off election shall be held by mail between the two candidates receiving the highest number of votes.

D. Term of Office

The term of office for all officers shall be from July 1, through June 30 of each year.

E. Duties of Officers

1. The President

The President shall organize and preside at all WRIPAC business and regular meetings and such special meetings as deemed appropriate.

The President shall be responsible for the development and administration of the budget.

The President shall be responsible for the formulation of the annual strategic plan, goals, and programs.

The President shall designate such committees and programs as shall be necessary to carry out WRIPAC's purpose.

The President shall annually, during the spring meeting, appoint an auditing committee of two (2) members who are not current officers to audit the Financial Officer's accounts, and the report of this committee shall accompany the Financial Officer's financial report at the next regular business meeting.

2. The Vice-President

The Vice-President shall assist the President in the formulation of the program.

The Vice-President shall carry out the functions of the President should the President become unable to perform them.

The Vice-President shall recommend the addition, and/or deletion of members to the general membership.

The Vice-President shall keep a record of meeting attendance and the names of all current active members and maintain a mailing list of these and others as appropriate.

The Vice-President shall prepare and distribute to all current active members, a current membership list and a current copy of the By-Laws, whenever changes or amendments have been made to either during the preceding year. The WRIPAC membership list shall not be used for commercial purposes or solicitations without the authorization of the Board.

3. *The Secretary*

The Secretary shall mail all notices of meetings to those on the current active membership list within the prescribed time.

The Secretary shall prepare and mail all ballots for election of officers to all current active members within the prescribed time.

The Secretary shall keep a record of all actions and decisions made at all business meetings (minutes), and shall retain a copy of each and give them to the new Secretary the succeeding year. The minutes of each meeting shall be approved by the board at each successive meeting.

The Secretary shall also keep and maintain a record of the proceedings of general meetings and trainings (including roundtable discussions) and distribute a copy to members with a newsletter on a regular basis.

4. *The Financial Officer*

The Financial Officer shall be responsible for the receipt, custody, and disbursement of all funds. Fund disbursements will only occur for properly documented expenses of the organization that have been properly approved by the board or their designee. The Financial Officer will not have the authority to authorize the disbursement of funds.

The Financial Officer shall prepare and submit an annual financial report at the fall business meeting and progress reports at each meeting in addition to such other reports and financial statements as may be required.

The Financial Officer shall be responsible for the timely preparation, filing, and distribution of all documents required for federal and state tax purposes.

F. Replacement of Officer(s) During Term

If the President vacates the office during the term, the office shall be filled by the Vice-President.

If the Vice-President, Secretary, or Financial Officer vacates the office during the term, the President may appoint a current active member to the office for the remainder of the term.

G. Removal of Officers

A petition signed by twenty-five percent (25%) of the current member jurisdictions shall be sufficient to initiate a recall election.

A recall ballot shall be mailed to each member jurisdiction. Of the ballots returned within two (2) weeks, a two-thirds (2/3) vote in favor of the recall shall remove an officer.

V. EXECUTIVE BOARD

The responsibility for the overall management of the Association (WRIPAC) shall be vested in an Executive Board consisting of the immediate past president and all current officers. The Board shall be selected in accordance with Section IV.C. of these By-Laws and shall serve for a term as specified in Section IV.D. of these By-Laws and act in accordance with the related provisions of the Constitution.

VI. COMMITTEES

All committees, their duties, and their chairs, shall be designated by the President in accordance with the intent of the membership.

The power to appoint committee chairs shall include the power to remove them.

The chairs of all committees shall report their activities to the membership at the regular business meetings unless their reports have been waived by the President.

The chair of each committee shall keep a record of member participation and submit it to the Secretary as designated by the President.

VII. MEETINGS

A. Business Meetings

There will be a minimum of three (3) regular business meetings per year.

B. Special Meetings

Additional special meetings of the total membership or of committees or officers may be scheduled as needed.

C. Location of Meetings

The location of the business meetings will be determined by a simple majority vote of the members in attendance.

D. Notice of Business Meetings

Business meetings, their time, location, and agenda will be announced in writing to all current members at least three (3) weeks prior to the meeting date.

E. Publication of Minutes

The Minutes of all business meetings shall be published and distributed to all current members by the Secretary.

VIII. VOTING

- A. Each current active member jurisdiction of WRIPAC shall have one (1) vote.
- B. A quorum will be a simple majority of the member jurisdictions of WRIPAC and is required for all business meetings.
- C. A simple majority of the quorum shall be required to carry a motion on business proceedings and projects.
- D. A two-thirds (2/3) majority of the quorum shall be required to carry any motion for amendment(s) or revisions to the Constitution or By-Laws.

IX. ADOPTION OF THE BY-LAWS

These By-Laws may be amended by a two-thirds (2/3) vote of those casting a ballot by mail. Amendments must be submitted in writing to all members at least two weeks prior to the vote. These amended By-Laws shall be adopted effective April 1980 and amended August 1982 and January 1997.