

**CENTRAL OHIO  
ORGANIZATION  
OF PUBLIC PURCHASERS**



**CHAPTER MANUAL**

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# FOREWORD

Dear Professional Procurement Colleagues,

Thank you for being a professional member of this professional organization known as CO-OPP, the Best Damn Chapter In The Land (TBDCITL).

Let us first stop and thank the ad-hoc committee that spent approximately one (1) year in drafting, writing, editing, creating and finalizing this Manual. Mr. R. Fred Myers, CPPO, Immediate Past President, Mr. Stephen A. Hunter, CPPO, Member At Large, and Ms. Dana King, CPPB, CO-OPP Secretary.

The creation of this Manual will enable members to walk their way through the operating system of CO-OPP. This Manual will provide knowledge to every aspect of CO-OPP and “hopefully” encourage each member to take ownership of their organization and to hold current leadership accountable to its members.

The vision, mission, by-laws, definitions and players are all listed here. The goal is to ensure this organization is 100% owned by its members. This Organization only exists for the benefits of all of the members. Without the members being the owners, there is no organization.

Now you know we have The Best Damn Members In The Land. You already knew we have The Best Damn Chapter In The Land (TBDCITL)

Mark D. Hutchison, Sr., CPPO, CPPB, C.P.M.  
President  
Central Ohio Organization of Public Purchasers'

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# PROFESSIONAL ETHICS POLICY

- I. **BACKGROUND.** The Central Ohio Organization of Public Purchasers (CO-OPP) is comprised of procurement representatives from all levels of government of the state of Ohio (i.e., villages, townships, municipal corporations, cities, counties, higher education, state, police and fire departments, regional transit authorities, etc.). Virtually, any governmental agency of the state of Ohio is eligible to be a member of CO-OPP.

Each year, these entities collectively spend billions of dollars for supplies and services required for the daily operation of their facilities. Legal authority to make purchases may be delegated to the entity via home rule concepts, through the Ohio Revised Code or by other legally defined means. Processes utilized by these entities may vary based upon their individual legal requirements. However, one main philosophy exists among all governmental entities of the State in that all suppliers are treated equally and fairly, and that all entities avoid any perception of ethical misconduct. The processes associated with the procurement of supplies and services involve the expenditure of tax dollars that creates a trust between the procurement entity and the general public. The following guidelines have been adopted by CO-OPP to protect this trust, and to establish fair and equal treatment of all suppliers who are interested in participating in the procurement of supplies and services.

- II. **SCOPE.** Ethical conduct is set forth in Chapter 102 of the Ohio Revised Code. These laws are applicable to all employees of the entity involved in procurement, as well as, their spouses, children, family, relatives, friends, and all suppliers. This policy is not intended to replace or modify any existing laws, executive orders, or individual policies relative to ethics. If any terms of this policy conflict, the existing laws, executive orders, or departmental policies shall prevail.
- III. **MEMBER RESPONSIBILITIES.** As a condition of membership in the CO-OPP, all members will conduct procurement activities in a manner above reproach and with complete impartiality and preferential treatment to none. Members are responsible to become familiar with the ethics laws of the state of Ohio (ORC 102.01 to 102.09) and any departmental policies, executive orders, or other forms of documents pertaining to ethical conduct within the respective entity. Members agree to perform their daily activities in a professional and responsible manner to maintain the public trust. Members agree to avoid any "perception of impropriety". Members who violate the ethics laws, departmental policies, executive orders, or other forms documents pertaining to ethical conduct will be subject to penalties set forth by law which could include disciplinary action, up to and including termination of employment.

In general, members agree to comply with the following:

- a. No member shall solicit anything of value for personal use, either directly or indirectly, from anyone who has or is seeking to do business with their entity.
- b. No member shall use or authorize the use of their position of employment to secure anything of value for personal use, or promise or offer to provide anything of value from anyone who has or is seeking to do business with their entity.

- c. Members may participate in business lunches, dinners, trade events, or conferences provided that such activities are not established to discuss a forthcoming procurement or a current bid or RFP that is under evaluation. Members are expected to pay for their meals, registration, travel, or lodging in accordance with their travel policies. Acceptance of door prizes or gifts is discouraged. However, if a door prize or gift of respective value is accepted from an entity that is doing business or seeking to do business with the entity, it must be reported in accordance with the entity's policy for acceptance of gifts. Members agree to use good judgment when participating in such activities.
- d. Activities of members are of public interest and a matter of public record. Members agree to conduct their official duties so that all actions can be fully substantiated and legally defended. Members agree to not disclose or use any information acquired in the course of performing their official duties without proper authorization from their respective entity. Members agree to maintain complete and concise records on all activities subject to existing laws pertaining to public records.
- e. When required, members shall file, an annual Financial Disclosure Statement with the Ohio Ethics Commission.

**IV. SUPPLIER RESPONSIBILITIES.** All suppliers who are actively doing business with or seeking to do business with any CO-OPP member are expected to conduct their business activities in a professional manner and avoid any "perceptions of impropriety". Suppliers will be responsible to review and become familiar with the ethics laws of the state of Ohio. Any supplier who violates Ohio's ethics laws or any departmental policies, executive orders, or other policies will be subject to legal penalties up to and including debarment.

CO-OPP members utilize a variety of methods to make purchases of supplies and services (i.e., Invitations to Bid, Requests for Proposals, Requests for Quotation, informal quotations, etc.). Processes have been developed to ensure fair and equal treatment of all suppliers participating in the procurement activity. Any supplier who attempts to influence the evaluation and/or award of a contract either directly or through an outside agent or representative will be subject to penalties set forth by law up to and including debarment from doing business in the state of Ohio.

**V. NATIONAL MEMBERSHIP.** CO-OPP is a Chapter of the Institute for Public Procurement (NIGP) which also maintains high ethical standards. Published herein is the NIGP Code of Ethics. To the extent practicable and permissible under laws governing the respective entity, CO-OPP has adopted the following NIGP Code of Ethics.

## NIGP CODE OF ETHICS



The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization:

- Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.
- Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.
- Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
- Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- Resists encroachment on control of personnel in order to preserve integrity as a professional manager.
- Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.
- Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.
- Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Purchasing, Inc.

*National Institute of Governmental Purchasing* ■ 151 Spring Street ■ Herndon, VA 20170 ■ 703-736-8900 ■ [www.nigp.org](http://www.nigp.org)

# GUIDELINES TO THE NIGP CODE OF ETHICS



## RESPONSIBILITY TO YOUR EMPLOYER

- Follow the lawful instructions or laws of the employer
- Understand the authority granted by the employer
- Avoid activities which would compromise or give the perception of compromising the best interest of the employer
- Reduce the potential for any charges of preferential treatment by actively promoting the concept of competition
- Obtain the maximum benefit for funds spent as agents for the employer

## CONFLICT OF INTEREST

- Avoid any private or professional activity that would create a conflict between your personal interest and the interests of your employer
- Avoid engaging in personal business with any company that is a supplier to your employer
- Avoid lending money to or borrowing money from any supplier

## PERCEPTION

- Avoid the appearance of unethical or compromising practices in relationships, actions and communications
- Avoid business relationships with personal friends. Request a reassignment if the situation arises
- Avoid noticeable displays of affection, which may give an impression of impropriety
- Avoid holding business meetings with suppliers outside the office. When such meetings do occur, the meeting location should be carefully chosen so as not to be perceived as inappropriate by other persons in the business community or your peers.

## GRATUITIES

- Never solicit or accept money, loans, credits or prejudicial discounts, gifts, entertainment, favors or services from your present or potential suppliers which might influence or appear to influence purchasing decisions
- Never solicit gratuities in any form for yourself or your employer. Items of nominal value offered by suppliers for public relations purposes are acceptable when the value of such items has been established by your employer and would not be perceived by the offeror, receiver or others as posing an ethical breach.
- Gifts offered exceeding nominal value should be returned with an explanation or if perishable either returned or donated to a charity in the name of the supplier. In the case of any gift, care should be taken to evaluate the intent and perception of acceptance to ensure that it is legal, that it will not influence your buying decisions, and that it will not be perceived by your peers and others as unethical.

## BUSINESS MEALS

- There are times when during the course of business it may be appropriate to conduct business during meals. In such instances, the meal should be for a specific business purpose
- Avoid frequent meals with the same supplier. The purchasing professional should be able to pay for meals as frequently as the supplier
- Budgeted funds should be available for such purposes.

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## **GUIDELINES TO THE NIGP CODE OF ETHICS** continued



### **CONFIDENTIAL INFORMATION**

- Keep bidders proprietary information confidential
- Develop a formal policy on the handling of confidential information.

### **RELATIONSHIP WITH THE SUPPLIER**

- Maintain and practice, to the highest degree possible, business ethics, professional courtesy and competence in all transactions
- Association with suppliers at lunches, dinners or business organization meetings is an acceptable professional practice enabling the buyer to establish better business relations provided that the buyer keeps free of obligation. Accordingly, it is strongly recommended that if a seller pays for an activity that the buyer reciprocate.
- Purchase without prejudice, striving to obtain the maximum value for each dollar of expenditure
- Preclude from showing favoritism or be influenced by suppliers through the acceptance of gifts, gratuities, loans or favors. Gifts of a nominal value that display the name of a firm which is intended for advertisement may or may not be accepted in accordance with the recipients own conscience or jurisdictional rules
- Adhere to and protect the suppliers business and legal rights to confidentiality for trade secrets, and other proprietary information
- Refrain from publicly endorsing products

### **RELATIONSHIP WITH THE EMPLOYER**

- Remain free of any and all interests and activities, which are or could be detrimental or in conflict with the best interests of the employer. Refrain from engaging in activities where the buyer has a significant personal or indirect financial interest
- Exercise discretionary authority on behalf of the employer. Avoid acquiring interest or incurring obligations that could conflict with the interests of the employer

### **RELATIONSHIPS WITH OTHER AGENCIES AND ORGANIZATIONS**

- A buyer shall not use his position to exert leverage on individuals or firms for the purpose of creating a benefit for agencies or organizations that he may represent
- All involvement and transactions shall be handled in a professional manner with the interest of the buyers employer taking precedent

### **RELATIONSHIP WITH PROFESSIONAL PURCHASING ORGANIZATIONS AND ASSOCIATIONS**

- It is the obligation and the responsibility of the buyer, through affiliation with professional organization, to represent that organization in a professional and ethical manner
- A buyer shall not use his position to persuade an individual or firm to provide a benefit to an organization

### **POLICY**

- It is the policy of NIGP that any member of the Institute who personally, or on behalf of his local chapter, is involved in the process of acquiring advertisers and/or exhibitors on behalf of the Institute, shall act only in the capacity of providing referrals of potential or interested parties to the Institute. As a result of such referral, should the Institute form a contractual obligation, appropriate credit shall be given to the individual or chapter

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# CHAPTER 1

CO-OPP – WHO WE ARE.

GENERAL INTRODUCTION  
CHARTER  
ARTICLES OF INCORPORATION  
SIGNATURE AUTHORITY  
STRATEGIC PLAN  
MISSION, VISION, & VALUES

## GENERAL INTRODUCTION

The Institute for Public Procurement (NIGP) is organized and operated primarily on two (2) levels; locally and nationally. The emphasis on membership activity is by region and local chapter.

CO-OPP is one (1) of over 50 local chapters of NIGP. Local chapters retain their independence as separate organizations in the selection and management of local activities. They pay an annual per member fee to NIGP and receive rights, benefits, and recognition according to NIGP policies and procedures. Fees paid to NIGP are used to provide services, programs, and activities beneficial to all chapters and provided in a fiscally responsible manner, as a result of economies of scale.

The NIGP national office is managed and operated by a paid professional staff under the direction of a full time salaried executive Vice President who is selected and appointed by the NIGP Board. The numerous continuing programs and activities conducted by NIGP for the educational development of all members are first approved by the Board and then are carried out through various national committees and groups, with support provided by the national office along with local chapters.



# National Institute OF Governmental Purchasing, Incorporated

Hereby certifies that a Charter has been granted to

## The Central Ohio Organization of Public Purchasers OF NIGP

and that the following members are designated as

### CHARTER MEMBERS

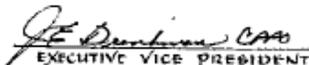
Gretchen S. Adkins, Soni Avey, Don Backstrom,  
Bob Baumgartner, Troy Beasy, James D. Bond, Jane Borden, CPPB, Barry A. Brooks, Jeanie Brotherton,  
Barbara K. Burchett, E. Ray Burnett, CPPB, Parshotam Lal Channa, Charlotte R. Derifield, CPPB,  
R. Scott Elias, Ann Geter, Vanessa Gettys, CPPB, David L. Harding, Bonita L. Hinkle, CPPB,  
Marty Hughes, Stephen A. Hunter, Mark D. Hutchinson, W. Jerome (ERRY) Isler,  
Barbara R. Johnson, CPPB, Rodney Kent, Rebecca A. Lane, Joseph D. Leonard, CPIM, C.P.M.,  
Joseph A. Lombardi, Danise Long, William Mahaffey, CPPB, Deborah McKinney, CPPB, Sue McQuirt,  
James Richard Miller, JR., CPPB, Stephen J. Morbitzer, Wayne C. Murphy, Fred Myers, CPPB, COCM,  
Nancy L. Neer, David C. Newcomer, Charles J. Olimpio, JR., Dorothy Patterson, Dale Pockett,  
Barbara K. Podnar, M. Marie Poling, Dorothy Pritchard, Bob Russell, CPPB, Robert J. Shutz,  
Liz Seckerson, Brad Shull, Betty Slater, Richard H. Spicer, Timothy E. Spitzer,  
James Stephenson, John R. "J.R." Thomas, Dick Williams,  
Mary Carle Warren, John P. Wintel, Jack A. Yost, CPPB

The granting of this Charter constitutes the establishment of a duly authorized Chapter entitled to participation in the activities of the Institute. This Charter has been granted and shall remain in full force and effect subject to the provisions of the By-Laws of the National Institute of Governmental Purchasing, Inc.

In testimony whereof, the said association has caused this Charter to be signed by its duly authorized officers and sealed with its official seal, this twenty-sixth day of February, Nineteen Hundred and Ninety Four.

 C.P.P.O.  
PRESIDENT



 C.A.A.  
EXECUTIVE VICE PRESIDENT

Number 70



DATE:	DOCUMENT ID	DESCRIPTION	FILING	EXPED	PENALTY	CERT	COPY
12/09/2004	200434302768	CERTIFICATE OF CONTINUED EXISTENCE (CCE)	25.00	.00	.00	.00	.00

**Receipt**

This is not a bill. Please do not remit payment.

CENTRAL OHIO ET AL  
POB 2122  
COLUMBUS, OH 43216

**STATE OF OHIO  
CERTIFICATE**

**Ohio Secretary of State, J. Kenneth Blackwell**

1125600

It is hereby certified that the Secretary of State of Ohio has custody of the business records for

**CENTRAL OHIO ORGANIZATION OF PUBLIC PURCHASERS (CO-OPP)**

and, that said business records show the filing and recording of:

Document(s)  
**CERTIFICATE OF CONTINUED EXISTENCE**

Document No(s):  
**200434302768**



United States of America  
State of Ohio  
Office of the Secretary of State

Witness my hand and the seal of  
the Secretary of State at Columbus,  
Ohio this 29th day of November,  
A.D. 2004.

*J. Kenneth Blackwell*  
Ohio Secretary of State



Prescribed by  
 J. KENNETH BLACKWELL, Secretary of State  
 30 East Broad Street, Lower Level  
 Columbus, Ohio 43266-0418

2004 NOV 29 AM 11:51

**STATEMENT OF CONTINUED EXISTENCE  
 OF CORPORATION - NOT FOR PROFIT**

The undersigned, a trustee, officer, or three members in good standing of the corporation named below, hereby verifies/verify that the corporation is still actively engaged in exercising its corporate privileges, and that:

1. The Charter Number is: 1126600
2. The exact corporate name is:  
CENTRAL OHIO ORGANIZATION OF PUBLIC PURCHASERS (CO-OPP)
3. The city, village or township in which its principal office is located is:  
COLUMBUS
4. The county in which its principal office is located is: FRANKLIN
5. The date of its incorporation is: January 3, 2000
6. The name of the current statutory agent is:

Carol Clingman

7. The complete address of the current statutory agent is:

\_\_\_\_\_  
 \_\_\_\_\_

(P. O. Box addresses are not acceptable)

This document is signed by a trustee, corporate officer, or three members in good standing.

By: Christopher Adkins, President

Note: If a new agent has been appointed on line 6 above, that agent must acknowledge his/her acceptance of such appointment below.

**ACCEPTANCE OF APPOINTMENT**

The undersigned, Carol Clingman, named herein as the statutory agent for the corporation in line 2 of this statement, hereby acknowledges and accepts the appointment of statutory agent.

RECEIVED

JAN 0 3 2000

**ARTICLES OF INCORPORATION  
OF  
CENTRAL OHIO ORGANIZATION OF PUBLIC PURCHASERS (CO-OPP)**

J. KENNETH BLACKWELL  
SECRETARY OF STATE

The undersigned, desiring to form a corporation, not for profit, under Section 1702.01 et seq. of the Ohio Revised Code, do hereby state the following:

**FIRST:** The name of the Corporation shall be "Central Ohio Organization of Public Purchasers (CO-OPP)."

**SECOND:** The place in Ohio where the principal office of the Corporation will be located is in the City of Columbus, County of Franklin.

**THIRD:** The Corporation is organized and shall be administered and operated exclusively to receive, administer and expend funds for the following charitable and educational purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986:

- (a) To promote ethical, efficient and cost-effective public purchasing policies and practices;
- (b) To provide educational programs, products and services for public purchasing personnel;
- (c) To enable public purchasing personnel to exchange useful information about policies, practices, procedures, products and services of common interest;
- (d) To otherwise facilitate the conduct of purchasing activities by government and other public agencies;
- (e) To assist other charitable and educational organizations in the conduct of similar activities; and
- (f) To engage in any and all lawful activities incidental to the foregoing purposes except as restricted herein.

In order to accomplish the foregoing charitable and educational purposes, and for no other purpose or purposes, the Corporation shall have the powers granted to nonprofit corporations by Chapter 1702 of the Ohio Revised Code, and may do all other acts necessary or expedient for the administration of the affairs and attainment of the purposes of the Corporation; provided, however, that the Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of the Corporation.

**FOURTH:**

- (a) No part of the net income of the Corporation shall inure to the benefit of or be distributable to its directors, officers, trustees or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of the purposes and objects set forth in Article Third of the Articles of Incorporation.
- (b) No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the Corporation shall not participate or intervene (including the publishing or distribution of statements) in any political campaign on behalf of (or against) any candidate for public office.
- (c) Notwithstanding any other provision set forth in these Articles of Incorporation, at any time during which it is deemed a private foundation, the Corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1986; the Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986; the Corporation shall not own any excess business holdings that would subject it to tax under Section 4943 of the Internal Revenue Code of 1986; the Corporation shall not make any investments in such manner as to subject it to the tax imposed by Section 4944 of the Internal Revenue Code of 1986; and the Corporation shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1986. Any reference in these Articles to any section of the Internal Revenue Code of 1986 shall be deemed to incorporate by reference the corresponding provisions of any subsequent federal tax laws.
- (d) Notwithstanding any other provision of these Articles, the Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from tax under Section 501(c)(3), or described in Section 170(e)(2), of the Internal Revenue Code of 1986.

**FIFTH:** Upon the dissolution of the Corporation or the winding up of its affairs, the assets of the Corporation shall be distributed exclusively for charitable or educational purposes or to organizations which are then exempt from federal tax under Section 501(c)(3), and described in Section 170(e)(2), of the Internal Revenue Code of 1986.

**SIXTH:** The corporate powers, property and affairs of the Corporation shall be exercised, conducted and controlled by the Board of Trustees of the Corporation in such a manner as is consistent with the Corporation's Code of Regulations.

The following persons shall serve as the initial Trustees of the Corporation until the first meeting of the Members of the Corporation or other meeting called to elect trustees:

	<u>TRUSTEE'S NAME</u>	<u>ADDRESS</u>
1.	Patricia Thompson	Emergency Management for Franklin County 756 Harmon Avenue Columbus, OH 43223
2.	David Newcomer	City of Columbus Department of Public Utilities 910 Dublin Road Columbus, OH 43215
3.	Anne Tarrant	100 Bent Tree Road Sunbury, OH 43074
4.	Gretchen Adkins	State of Ohio Office of State Purchasing 4200 Surface Road Columbus, OH 43228-1395

**SEVENTH:** The period of the Corporation's duration is perpetual.

**EIGHTH:** The Corporation previously operated as an unincorporated association under the name of Central Ohio Organization of Public Purchasers (CO-OPP), which was organized for a purpose or purposes for which natural persons lawfully may associate themselves. On November 18, 1999, the voting members of the unincorporated association authorized the incorporation of the unincorporated association by the same procedure and affirmative vote of its voting members as the By-Laws of the association required for an amendment to the By-Laws. In accordance with Section 1702.08 of the Ohio Revised Code, the members of the unincorporated association will be the initial members of this Corporation, and all the rights, privileges, immunities, powers, franchise and authority and all the property and obligations of the unincorporated association shall upon filing of these Articles of Incorporation, pass to, vest in, and (in the case of liabilities and obligations) be obligations of this Corporation.

Additional, new members of this Corporation may be admitted in accordance with the provisions of the Code of Regulations of the Corporation.

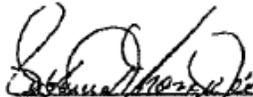
**NINTH:** The Corporation shall have Members which shall have such rights, powers and privileges as set forth in the Corporation's Code of Regulations.

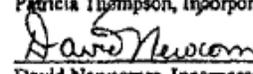
**TENTH:** These Articles of Incorporation may be amended, either in whole or in part, only be an action of the Members of the Corporation and only in the manner now or hereafter prescribed by law and the Code of Regulations of the Corporation.

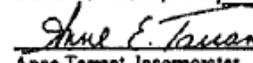
**ELEVENTH:** Each person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal,

administrative or investigative ("Proceeding"), by reason of the fact that he or she, or a person of whom he or she is the legal representative, is or was a trustee or officer of the Corporation or, as a trustee or officer of the Corporation, is or was serving at the request of the Corporation as a trustee, director, officer, employee or agent of another corporation, domestic or foreign, nonprofit or for profit, partnership, joint venture, trust or other enterprise, including service with respect to employee benefit plans, shall be indemnified and held harmless by the Corporation to the fullest extent authorized by law, against all expenses, liability and loss (including attorney's fees, judgments, fines, and amounts paid or to be paid in settlement) actually and reasonably incurred or suffered by such person in connection therewith; provided, however, that the Corporation shall indemnify any such person seeking indemnity in connection with a Proceeding (or part thereof) initiated by such person only if such Proceeding (or part thereof) initiated by such person was authorized by the Board of Trustees of the Corporation. Such right shall include the right to be paid by the Corporation expenses, including attorney's fees, incurred in defending any such Proceeding in advance of its final disposition; provided, however, that the payment of such expenses in advance of the final disposition of such Proceeding shall be made only upon delivery to the Corporation of an undertaking, by or on behalf of such trustee or officer, in which such trustee or officer agrees to repay all amounts so advanced if it should be ultimately determined that such person is not entitled to be indemnified under this Article ELEVENTH or otherwise.

IN WITNESS WHEREOF, we have hereunto subscribed our names this 18<sup>th</sup> day of November, 1999.

  
\_\_\_\_\_  
Patricia Thompson, Incorporator

  
\_\_\_\_\_  
David Newcomer, Incorporator

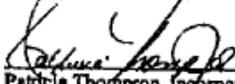
  
\_\_\_\_\_  
Anne Tarrast, Incorporator

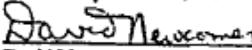


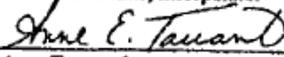
**ORIGINAL APPOINTMENT OF AGENT**

The undersigned, being the incorporators of Central Ohio Organization of Public Purchasers (CO-OPP), hereby appoint as its agent Anne Tarrant, an individual, to act as agent upon whom any process, notice or demand required or permitted by statute to be served upon the corporation may be served. The complete address of the agent is 100 Bent Tree Road, Sunbury, Ohio 43074.

Dated: November 18, 1999

  
Patricia Thompson, Incorporator

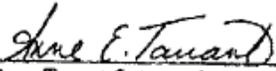
  
David Newcomer, Incorporator

  
Anne Tarrant, Incorporator

**ACCEPTANCE OF APPOINTMENT**

The undersigned, Anne Tarrant, named herein as the statutory agent for Central Ohio Organization of Public Purchasers (CO-OPP), hereby acknowledges and accepts the appointment of statutory agent for said corporation.

Dated: November 18, 1999

  
Anne Tarrant, Statutory Agent



January 3, 2000

Ohio Secretary of State

RE: Central Ohio Organization of Public Purchasers (CO-OPP)

To Whom It May Concern:

The law firm of Shuler Plank Morgan & Bahr hereby assigns all of its right and interest in the above-referenced name reservation to Patricia Thompson, Dawn Newswimmer and Anne Tarrant, the incorporators of Central Ohio Organization of Public Purchasers (CO-OPP) whose Articles of Incorporation have been filed on January 3, 2000.

Shuler Plank Morgan + Bahr  
A Legal Professional Association

By: Steph C. King

RECEIVED  
JAN 03 2000  
J. KENNETH BLACKWELL  
SECRETARY OF STATE



Prescribed by **J. Kenneth Blackwell**

Please obtain fee amount and mailing instructions from the Forms Inventory List (using the 3 digit form # located at the bottom of this form). To obtain the Forms Inventory List or for assistance, please call Customer Service:

Central Ohio: (614)-466-3910 Toll Free: 1-877-SOS-FILE (1-877-767-3453)

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CORPORATE FILINGS

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JAN 03 2000

J. KENNETH BLACKWELL  
SECRETARY OF STATE

**CORPORATIONS ONLY**

EXPEDITE  
SERVICE

**CORRESPONDENCE**

PLEASE RETURN THE ATTACHED DOCUMENTS TO:

Skuler Plank Morgan & Dralun  
NAME OF YOUR FIRM OR COMPANY

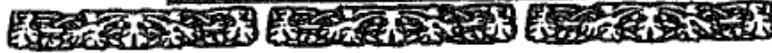
Stephen C. Wiley  
ATTN

145 E. Rich St.  
STREET ADDRESS

Columbus                      OH                      43215  
CITY                                      STATE                      ZIP

228-4546  
TELEPHONE

**UCC ONLY**  
 MAIL       PICK UP  
IF NOT CHECKED, IT WILL BE MAILED



**The State of Ohio**  
**Certificate**

**Secretary of State - J. Kenneth Blackwell**

**1125600**

*It is hereby certified that the Secretary of State of Ohio has custody of the business records for CENTRAL OHIO ORGANIZATION OF PUBLIC PURCHASERS (CO-OPP) and that said business records show the filing and recording of:*

Documental  
DOMESTIC ARTICLES/NON-PROFIT

Document Detail:  
200001000332

United States of America  
State of Ohio  
Office of the Secretary of State

Witness my hand and the seal of the Secretary  
of State at Columbus, Ohio, this 3rd day of  
January, A.D. 2000



*J. Kenneth Blackwell*  
J. Kenneth Blackwell  
Secretary of State



J. Kenneth Blackwell, Secretary of State  
30 East Broad Street  
Lower Level  
Columbus, Ohio 43215

6/ 8/2004

RE: CENTRAL OHIO ORGANIZATION OF PUBLIC PURCHASERS (CO-OPP)  
CHARTER NO: 1125800  
ORIGINAL DATE: January 3, 2000  
EXPIRY DATE: 1/ 3/2008

Dear Sir or Madam:

Please be advised that pursuant to Ohio Revised Code Section 1702.59, every non-profit corporation whose articles or other documents are filed with the Secretary of State of Ohio, must file a verified statement of continued existence. This certificate must be signed by a trustee, officer or three members in good standing, set forth the corporate name, the place where the principal office of the corporation is located, the date of incorporation, the fact that the corporation is still actively engaged in exercising its corporate privileges, and the name and address of its agent appointed pursuant to Revised Code Section 1702.06. The certificate must be filed before the expiry date listed above.

Pursuant to Section 1702.69, the requisite statements of continued existence for the above referenced corporation is now due to be filed. Failure to file such statement before the expiry date will result in cancellation of the articles of the corporation. A Statement of Continued Existence form has been enclosed for your convenience and use. Please forward the completed form, together with the requisite fee of twenty-five dollars (\$25.00) to the office of the Secretary of State, P.O. Box 738, Columbus, Ohio 43216.

If you have questions regarding this notice, please contact our Customer Service at (614) 468-3818 or (toll free) 1-877-608-FREE or email us at [pubserv@oca.state.oh.us](mailto:pubserv@oca.state.oh.us). Visit our web site at [www.state.oh.us/ocpa/](http://www.state.oh.us/ocpa/) to review your corporate records.

If you have already submitted the corporation's statement of continued existence, please disregard this notice.

Sincerely,

J. Kenneth Blackwell  
Secretary of State

Enclosures

# SIGNATURE AUTHORITY

Central Ohio Organization of Public Purchasers

CO-OPP • P.O. Box 2122 • Columbus, Ohio 43216-2122



To whom it may concern;

As authorized by Central Ohio Organization of Public Purchasers' (CO-OPP) corporate Code of Regulations, the elected board officers, each of them, including the current President, Mark Hutchison, the current Vice President, Joseph Lombardi, and the current Treasurer, Carol Clingman are authorized on its behalf to effect any and all financial transactions of the corporation and further, to add, change and/or delete authorized representative designations, including their own authority, with regard to such services.

This granted authority shall remain in effect until a named individual shall cease to be an officer of CO-OPP, or until terminated by a resolution of the board of Trustees of CO-OPP and notice is presented to the financial institution of new authorized signature authority.

Dated: 4/22/08

Central Ohio Organization of Public Purchasers

By: Dana L. King

Dana L. King - Secretary



## NIGP CHAPTER AFFILIATION AGREEMENT

01.24.2005

THIS AFFILIATION AGREEMENT is made this 12 day of September, 2008, by and between the NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING, INC., non-profit corporation, incorporated in the State of Wisconsin, whose principal office: 151 Spring Street, Herndon, Virginia 20170 (Hereinafter referred to as "NIGP"), and Central Ohio Organization of Public Purchasers Chapter of NIGP (Hereinafter referred to as "CHAPTER").

WHEREAS, NIGP and CHAPTER wish to cooperate to accomplish their common educational and charitable purposes, including, but not limited to, lessening the burdens of government; and

WHEREAS, CHAPTER wishes for NIGP to assist and support CHAPTER in providing educational programs, information, discussion forums, and public relations programs for governmental purchasing personnel (hereinafter referred to as "the Services") to accomplish their common purposes; and

WHEREAS, NIGP is a national organization that is capable of assisting CHAPTER and coordinating Chapter's provision of the Services with similar services provided by other chapters that are also affiliated with NIGP:

NOW, THEREFORE, in consideration of the mutual promises and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by NIGP and CHAPTER,  
IT IS AGREED:

1. Affiliation. NIGP and CHAPTER agree that they will use their best efforts to cooperate in the provision of the Services, as described in the corporate purposes of NIGP.
2. License.
  - (a) In general, NIGP licenses CHAPTER to use its name, and any and all trademarks or service marks that NIGP now or hereafter owns during the term of this Agreement, in connection with Chapter's provision of services. In order to protect its goodwill, NIGP retains the right to review and approve all uses of said name and marks, but will not unreasonably withhold its approval.
3. Use.

*During the term of this Agreement, CHAPTER may use the name, Central Ohio Organization of Public Purchasers Chapter of the National Institute of Governmental Purchasing" (or a mutually acceptable variant thereof), and may advertise that it is affiliated with NIGP.*
4. Acknowledgement.

*CHAPTER acknowledges that NIGP is the lawful owner of the name, "NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING, INC.", and of the acronym "NIGP" and its associated trademarks used in its business, and CHAPTER agrees that it will take no action inconsistent with NIGP's ownership of its name, and the acronym and trademarks.*
3. NIGP agrees to assist CHAPTER in the following activities:
  - (a) Administration. (1) Legal review of governing documents and amendments. Negotiating group procurement rates for services, equipment, and supplies.
  - (b) National public affairs representation.
  - (c) Technical. NIGP will provide Central Ohio Organization of Public Purchasers Chapter of NIGP CHAPTER with information about chapter management and public purchasing.
  - (d) Education. NIGP will assist CHAPTER in developing and presenting educational programs.

- (e) Chapter awards. NIGP will develop, publish, and administer standards for chapter awards that will assist CHAPTER in establishing and maintaining the highest degree of proficiency in chapter leadership, management, programs, and membership development.
- (f) Funding. NIGP will provide CHAPTER with such funds as are approved by the NIGP's Board of Directors to aid in the development of Chapter's activities.

4. CHAPTER agrees to:

- (a) Governing documents. Adopt and maintain articles of incorporation and bylaws substantially like those attached to this Agreement, and to submit all proposed amendments to these governing documents to NIGP, for its review and approval, not less than 45 days before the date proposed for their adoption. CHAPTER agrees not to adopt any amendments disapproved by NIGP.
- (b) Operations. Operate in conformity with its articles of incorporation and bylaws, and (if applicable) remain in good standing under the law under which it is incorporated.
- (c) Purposes and activities. Be organized and operated at all times for educational and charitable purposes (including lessening the burdens of government) within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1996.
- (d) Group tax exemption. Authorize NIGP to include CHAPTER in NIGP's group exemption (if any) under Section 501(c)(3) of the Internal Revenue Code of 1986.
- (e) Federal and state laws. Be organized and operated at all times in conformity with all other applicable Federal, state, and local laws, regulations, and ordinances.
- (f) Reporting. Provide NIGP with copies of its articles of incorporation (if any), constitution and/or bylaws, policy statements, annual state corporation report (if any), IRS Form 990 or 990-EZ (if any), and other documents of CHAPTER that may reasonably be requested by NIGP.
- (g) Program evaluation. Cooperate and participate with NIGP in an annual evaluation of Chapter's activities.
- (h) Committee work. Provide personnel and technical assistance to NIGP committees.
- (i) National cooperation. Cooperate with NIGP and its other chapters in providing regional and national services.

5. Agency. NIGP and CHAPTER agree that this Agreement is not intended to create an agency relationship of any kind; and both agree not to contract any obligation in the name of the other, not to use each other's credit in conducting any activities under this Agreement, and not to accept service of legal process against the other.

6. Indemnification. NIGP and CHAPTER individually agree to indemnify and hold harmless each other and/or NIGP's members or other chapters for any and all claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorney's fees, costs, and other expenses incurred on account of any activities conducted by CHAPTER and NIGP, respectively, pursuant to this Agreement. NIGP and CHAPTER will promptly notify each other upon receipt of any claim or legal action arising out of activities conducted pursuant to this Agreement. The rights and responsibilities established in this paragraph shall survive indefinitely the termination of this Agreement.

7. Term. This Agreement shall be effective on the date above written, and shall continue in effect until terminated pursuant to paragraph.

8. Termination. (a) In general. Either NIGP or CHAPTER may terminate this Agreement upon 30 days' notice in writing to the other party.

- a) For cause. Either NIGP or CHAPTER may terminate this Agreement immediately upon written notice to the other in the event of the other's insolvency, fraud, willful misconduct, or substantial breach of this Agreement.

NIGP  
151 Spring Street  
Herndon, VA 20170  
1-800-FOR-NIGP  
www.NIGP.org

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b) Effect. Upon termination of this agreement, NIGP shall have no further liability under paragraph 3, and CHAPTER shall cease all use of NIGP's name, acronym, and logos.

9. Mediation and arbitration of disputes. The parties agree that all disputes arising under this Agreement shall be resolved by mediation by NIGP's legal counsel, or by arbitration under the rules of the American Arbitration Association. Unless otherwise agreed, the arbitration, if any, shall take place in the city where a plurality of Chapter's members is employed. The arbitrator's decision shall be final and binding on all parties.

10. Waiver. Either party's waiver of, or failure to exercise, any right provided for in this Agreement shall not be deemed a waiver of any further or future right under this Agreement.

11. Successors and Assigns. This Agreement shall be binding on the parties, and on their successors and assigns, without regard to whether it is expressly acknowledged in any instrument of succession or assignment.

12. Captions. The captions of each paragraph of this Agreement are inserted solely for the reader's convenience, and are not to be construed as part of the Agreement.

13. Notices. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery, facsimile or mail. If delivered by mail, notices shall be sent by certified or registered mail, return receipts requested, or by express mail, all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed as indicated below, or as specified by subsequent written notice delivered by the party whose address has changed.

If to NIGP: Chief Executive Officer  
National Institute of Governmental Purchasing, Inc.  
151 Spring Street, Herndon, Virginia 20170

If to CHAPTER:

---

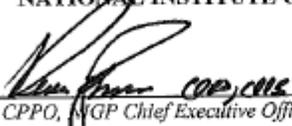
14. Governing Law. This Agreement shall be governed in all respects by the laws of the Commonwealth of Virginia.

15. Amendment. This Agreement constitutes the entire agreement between the parties, and supersedes all prior written or oral agreements. Either party against whom enforcement is sought may mutually amend this Agreement.

16. Warranty. Each of the parties' warrants that the individual who executes this Agreement on its behalf has been duly authorized to do so.

*IN WITNESS WHEREOF, the parties hereto have caused this Affiliation Agreement to be executed by their duly authorized representatives.*

**NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING, INC.**

 -Sign and Date- 5/12/2008  
Rick Grimm, CPPO, NIGP Chief Executive Officer Date

CHAPTER NAME Central Ohio Organization of Public Purchasers Chapter of NIGP  
 Date 09/02/08  
Chapter President

NIGP  
151 Spring Street  
Herndon, VA 20170  
1-800-FOR-NIGP  
www.NIGP.org

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# STRATEGIC PLAN

## STRATEGIC OBJECTIVES

### **I. RECRUIT AND RETAIN/MAINTAIN MEMBERSHIP.**

(Committees = Membership, Public Relations)

Outreach to other Jurisdictions  
Define Geography And Territory  
Improve Orientation Efforts  
Mentor Protégé  
Membership "Kits"

### **II. INCREASE AWARENESS OF CO-OPP, AND REPORT POSITIVES TO MANAGEMENT.**

(Committees = Public Relations, Education, Webmaster, Trade Fair)

Use Non-Traditional Methods – Consider A Cartoon

Share More Co-Opp Information/Best Practices With Management

### **III. IMPROVE MEMBERS' CONTRIBUTION PARTICIPATION.**

(Committees = All)

Educate Members About Committees

Encourage Chairs To Recruit Committee Members

### **IV. MANAGE/MONITOR REVENUES VS. EXPENDITURES.**

(Committees = Finance)

Educate The Board About Our Budget And Budgeting

Improve Fiscal Practices/Processes

### **V. EXPAND EDUCATION PROGRAMS AND OFFERINGS.**

(Committees = Education, Programs, S, T, D,)

Survey Members For Their Interest In Programs And Education

### **VI. INCREASE MEMBER AND CHAPTER RECOGNITION ACTIVITIES.**

(Committees = Programs, Awards, Historian, J, Webmaster)

Encourage Great Applications Are Prepared For Entity And Other Awards

Educate Members About Awards And Applications

## CO-OPP MISSION

*PROMOTE PROFESSIONALISM IN PUBLIC PROCUREMENT BY PROVIDING A FORUM FOR SHARED RESOURCES AND EDUCATION FOR MEMBERS AND STAKEHOLDERS*

## CO-OPP VISION

*TO LEAD AND PROMOTE EXCELLENCE IN PUBLIC PROCUREMENT*

## CO-OPP VALUES

*EXCELLENCE/PROFESSIONALISM*

*ETHICAL BEHAVIOR & INTEGRITY*

*CONTINUING EDUCATION*

*CERTIFICATION*

*SHARING & COLLABORATION*

*LEADERSHIP DEVELOPMENT*

*OUTREACH, INCLUSIVENESS, & DIVERSITY*

*BEST PROCUREMENT VALUE*

*EXPERTISE*

*INNOVATION AND TECHNOLOGY*

*WELCOMING, FRIENDLY ENVIRONMENT*

*MAKING THE PROFESSION MEANINGFUL*

*RELEVANCE*

# CHAPTER 2

CHAPTER LEADERSHIP - ROLES, RESPONSIBILITIES, &  
TERMS OF OFFICE.

BOARD OF TRUSTEES

EXECUTIVE BOARD

STANDING COMMITTEES

AD HOC COMMITTEES

NOMINATION OF OFFICERS & THE ELECTION  
PROCESS

# BOARD OF TRUSTEES

## ROLES, RESPONSIBILITIES, AND TERMS OF OFFICE

- I. DUTIES.** The Board of Trustees is the governing body of this Chapter and is an executive board consisting of no more than 16 members including the President, Vice President, Secretary, Treasurer, Member-at-Large, Immediate Past President, and Committee Chairs.

Duties of the Board shall include:

- a. Call meetings.
- b. Assure that committees make timely status reports.
- c. Oversee standing committee progress.
- d. Instill the highest ethical and professional standards on the products of CO-OPP and its membership.
- e. Call Board of Trustees meetings.

The Board of Trustees shall meet whenever needed at the call of the President.

Co-Chair and Assistant Chair responsibilities shall have two (2) different roles.

- a. Co-Chairs shall share the same responsibilities as the Chair. Regardless of the number of chairs on any respective committee, each committee shall have one (1) vote.
- b. Assistant Chairs shall provide assistance to the Chair and its delegated responsibilities.

- II. TERMS OF OFFICE.** Regular terms of office for the Board shall be for two (2) years unless the Membership determines that the terms of office should be changed. Any change in the term of office for a Board member requires a majority vote of two thirds of the membership present at a regular meeting. A proposal to change the terms of office shall be recorded in the Minutes and distributed to the Membership for a vote at the next regular meeting.

The term of the Board of Trustees shall begin in January and end in December of respective years.

- III. ELECTION OF OFFICERS TO THE BOARD.** The Vice President, Secretary, Treasurer, and Member-at-Large shall be elected on even numbered years at the last regular meeting of the Chapter, from a slate of candidates presented by the Nominating Committee, and any eligible members nominated from the floor. A simple majority vote of the members present at the regular meeting will be required for a candidate to win election to the Board.

The Vice President shall automatically succeed to President in the immediate following term.

No representative of an entity shall be considered for office unless that individual has been a member in good standing for at least one (1) year immediately preceding the election. Members of the same entity may serve as an officer on the Board of Trustees, at the same time, provided that the entity does not compromise a quorum.

- IV. VACANCIES ON THE BOARD OF TRUSTEES.** Vacancies on the Board of Trustees, other than the President shall temporarily be filled by the Member-at-Large, until such time that the nominating committee can convene to make a nomination to fill the vacancy. Nominations on vacancies shall be submitted at a general meeting for a vote by the Membership to fill the vacancy from the nominations.

If the President and/or Vice President office should become vacant, the Immediate Past President shall fill the vacancy of the President until nominations and election can be held. When a vacancy, other than the President occurs, and there are three (3) months or less left in a term, the nominating committee shall make its recommendation to the Board of Trustees. The Board shall accept or reject the committee's recommendation.

## **V. BOARD POSITIONS - ELECTED OFFICERS.**

### **a. POSITION: PRESIDENT**

Term: Elected for two (2) year term.

SCOPE OF THE POSITION. The President is responsible for overall leadership in the development of policy, organization, and achievement of Chapter objectives.

Specific duties:

1. Exercise general supervision over the affairs of the association.
2. Preside over all General Membership and Board of Trustees meetings.
3. Represent the Chapter by attending the NIGP Annual Forum.
4. Report on the Forum to the Chapter at the next regularly scheduled General Membership meeting.
5. Appoint all standing committee chairs, except the Budget and Finance, Code of Regulation, and Nominating committees.
6. Appoint chairs for special committees.
7. Become familiar with:
  - a) CO-OPP's Code of Regulation and Procedure Manual.
  - b) NIGP's Chapter policies.
8. Assure that each officer and committee chair receives a current copy of the CO-OPP's Operating Manual.
9. Assign any additional duties as needed to the Vice President.
10. Ensure that the Vice President is kept informed of Chapter business matters.
11. Authorize expenditures of commitments of Chapter funds. Expenditures and commitments exceeding \$500 require Board prior approval.
12. Monitor the Chapter's progress and accomplishments of the Strategic Plan.
13. Make arrangements and facilitate installation of new officers.
14. Serve as an ex-officio member on all committees.
15. Serve as a voting member of the Board.

b. POSITION: VICE PRESIDENT

Term: Elected for two (2) year term, transitions to President after two (2) year term.

Reports To: President and Executive Board

SCOPE OF THE POSITION. The Vice President supports the President in carrying out the objectives of the Chapter; acts for and on behalf of the Present in the event of the President's inability to act.

Specific duties:

1. Perform such duties as are assigned by the President.
2. In the absence of the President at a General or a Board meeting, assume the office of President.
3. Chair the Budget and Finance Committee.
  - a) Submit a budget to the Board in January of each year.
  - b) Regulate travel policy and reimbursement schedule for members.
  - c) Work with Treasurer for budget and actual expenses reporting.
4. Works closely with President to make the transition to President as smooth as possible.
5. Attend the NIGP Annual Forum in the first and second years of term to prepare for transition to President.
6. Attend NIGP's Chapter Leadership Symposium, when offered during pre-forum or forum event, in the second year of term.
7. Serve as a voting member of the Board.

c. POSITION: SECRETARY

Term: Elected for two (2) year term.

Reports to: President

SCOPE OF THE POSITION. The Secretary is responsible for all Chapter records, minutes, and correspondence as warranted as well as maintaining an official record of all minutes, records, and correspondence of the Board of Trustees and General Membership meetings.

Specific Duties:

1. Prepare minutes for Board of Trustees, General Membership Meetings, or other official Chapter business.
2. Maintain an official record of all minutes, meeting documents, and paperwork relative to the organization, and its correspondence.
3. Create Agenda and Sign In Sheet for Board of Trustees and General Membership Meetings.
4. Distribute minutes to the Board and Chapter Members as well as to the Webmaster for publication to the Chapter Web site.
5. Inform the Board of upcoming Board Meetings.
6. Complete Officer and Committee information to be submitted to the Institute for Public Procurement (NIGP) once a year.

7. Author correspondence for President or other Board Members as needed.
8. Serve as Chapter Chair of the Historian Committee.
9. Purchase supplies as needed.
10. Serve on the Code of Regulations Committee and recommend any changes to the Code of Regulations.
11. Prepare and sign Signature Authority documents.
12. Serves on the Ad Hoc Chapter Manual Committee to create and develop a Chapter Manual. This is a different document than the Code of Regulations.
13. Sign the Chapter's Signature Authority correspondence.
14. Serve as a voting member of the Board.

d. POSITION: TREASURER

Term: Elected for two (2) year term.

Reports To: President

SCOPE OF THE POSITION. The Treasurer is responsible to manage the finances of the Chapter to include depositing money, writing checks, balancing the books, and providing financial and other statements to the Chapter and to the national NIGP office. Chooses the banking facility and location, arranges for signature cards, and when approved, deposits money into a Chapter certificate of deposit(s) for future use.

Specific Duties:

1. Be responsible for the collection, safekeeping, and disbursement of funds of the organization.
2. Keep an accurate record of all receipts and disbursements, with enough supporting detail to meet audit requirements.
3. Receive all monies from social events, and other sources together with adequate substantiating details as to source and deposit in the organization's accounts.
4. Promptly prepare checks for all invoices after proper notification. Organization checks require one authorized signature, of the President, Vice President, or Treasurer.
5. Check monthly bank statements, and correct any discrepancies promptly.
6. Submit an accurate Treasurer's Report to the Board of Trustees at its business meetings.
7. Submit to the membership an accurate Treasurer's Report at General Membership meetings, and make the report available upon request of members or appropriate inquirers.
8. Arrange for the annual audit, to be implemented within one (1) month following the completed fiscal year, with the auditor/s approved by the Board of Trustees.
9. Deliver to the successor all checks, books, records, documents, and other property of the organization that came into the Treasurer's custody, or that have been created during the Treasurer's term of office.

10. Obtain signature cards for the President, Vice President, and Treasurer from all banking institutions carrying organization accounts.
11. Serve as a member of the Budget and Finance Committee.
12. Serve as a voting member of the Board for September 17<sup>th</sup> General Member meetings on Legislation,

e. POSITION: MEMBER AT LARGE

Term: Elected for two (2) year term.

Reports To: President

SCOPE OF THE POSITION. The Member-at-Large shall serve as an additional conduit of input to the Board for all of the Chapter membership.

Specific Duties:

1. Serve as an additional conduit of input to the Board for all of the Chapter membership.
2. Serve as a conduit for persons not attending meetings.
3. Chair and appoint the members of the Nominating Committee.
4. Serve as a voting member of the Board.
5. Serves on the Ad Hoc Chapter Manual Committee to create and develop a Chapter Manual. This is a different document than the Code of Regulations.

f. POSITION: IMMEDIATE PAST-PRESIDENT

Term: As the most recent former President holding regular membership

Reports To: President

SCOPE OF THE POSITION. The Immediate Past-President assists with the transition of Board of Trustee members and assists with managing the Chapters business.

Specific Duties:

1. Serve to provide continuity.
2. Provide information and advice; advise President and Board on issues, questions, and problems, offering the wisdom of experience gained during the incumbent's term/s of office and membership on the Board.
3. Chair the Code of Regulations Committee.
4. Inform new members of the Board of their duties.
5. Advise the succeeding President on matters of unfinished business, offer recommendations and suggestions appropriate for the continuation of the Chapter's primary objects, goals, and purposes.
6. Deliver to the succeeding President all books, records, documents, and other Chapter property that may have come into the incumbent's custody or created during the completed term of office as President.
7. Standardization of Chapter forms.
8. Serve as a voting member of the Board.
9. Serve as Chair of the Ad Hoc Chapter Manual Committee to create and develop an Chapter Manual. This is a different document than the Code of Regulations.

## **VI. BOARD POSITIONS – STANDING COMMITTEES**

The Board of Trustees shall include standing committees, Chairs of which shall be appointed by the President to serve a term of two (2) years. Unless otherwise indicated, committees shall consist of at least three (3) members.

a. Duties of the Chairs include, but are not limited to:

1. Serve as voting members of the Board; limited to one (1) vote per committee.
2. Serve to provide leadership of specific activities of the Chapter.
3. Organize and conduct meetings of their respective committees.
4. Provide periodic reports to the President and Secretary.

Individuals interested in serving on standing committees may submit an application form (See Appendices).

b. Roles and Responsibilities

1. AWARDS & SCHOLARSHIP COMMITTEE. The Awards and Scholarship Committee shall consist of Past-Presidents and not less than three (3) additional members. The Awards and Scholarship Committee's primary duties include:
  - a) Develop and administer procedures, criteria and final selection of recipients of the annual Chapter awards (e.g., Manager of the Year, Buyer of the Year, etc.).
  - b) Coordinate application submissions for Chapter of the Year, Buyer of the Year, Manager of the Year to NIGP.
  - c) Review applications and recommend awards of the Professional Development Assistance Program .
  - d) Annually review the procedures and criteria used in selecting recipients of the Chapter and NIGP awards and Professional Development Assistance Programs.
2. BUDGET AND FINANCE. The Vice President of the Chapter shall chair this Committee and the Treasurer shall also be a member. The Budget and Finance Committee's primary responsibilities include:
  - a) Plan, establish, and execute the Chapter's financial program.
  - b) Prepare and present the Chapter's annual report, financial analyses, and statements.
  - c) Supervise, coordinate, and review the committees' budget proposals for the year.
  - d) Prepare and regulate a travel policy and reimbursement schedule for all members traveling for the purpose of conducting Chapter business.
3. CODE OF REGULATIONS COMMITTEE. The Past-President of the Chapter shall chair this Committee and appoint the members. The Secretary and the Member-at-Large shall also be members. The Code of Regulation Committee's primary responsibilities are to review the Chapter's Code of Regulations, prepare and present to the Board of Trustees enhancements and/or needed changes. This Committee shall prepare and present to the General Membership for vote, Board approved changes to the Code of Regulations.
4. CONFERENCE COMMITTEE. The primary responsibility of this Committee is to recommend, plan, organize, and administer Chapter conferences, product expositions, and vendor reverse trade fairs when approved for scheduling by the Board.
5. EDUCATION COMMITTEE AND EDUCATIONAL FORUM SUB-COMMITTEE. This Committee and Sub-Committee's primary responsibilities include:
  - a) Plan, establish, and coordinate educational programs, subject to approval by the Board, which further the knowledge, expertise, and professionalism of the Membership, such as organizing workshops and NIGP seminars; and towards certification (CPPB and CPPO) of the Chapter members.
  - b) On even-numbered years, the Educational Forum Sub-Committee will develop an educational program, to include classes for Chapter members and vendors.

6. INTER-GOVERNMENTAL COOPERATIVE PURCHASING COMMITTEE (ICPC). The purpose of this Committee is to reduce costs of goods and services by providing public entities with cost-cutting opportunities. Primary responsibilities of this Committee include:
  - a) Work with governmental entities to standardize specifications, contract terms and conditions for items of common usage.
  - b) Work with participants to combine individual requirements into a single request for competitive sealed bids, requests for proposals, competitive negotiation, or sole source negotiations.
  - c) Promote multiple member usage of individual member agreements as deemed appropriate.
  
7. LEGISLATIVE LIAISON COMMITTEE. The Legislative Liaison Committee's primary responsibilities include:
  - a) Maintain liaison with legislative committees which deal with procurement matters.
  - b) Provide legislative committees with the views of the Chapter.
  - c) Inform membership of legislative activities and matters.
  
8. MEMBERSHIP COMMITTEE. This Committee shall consist of at least three (3) members. No more than 50% of the Committee members shall be from the same jurisdiction. Primary responsibilities include:
  - a) Select a committee of members to assist in carrying out the duties of the committee.
  - b) Contact governmental purchasers and other prospective members and invite them to a membership meeting. Plans and executes an effective recruiting program.
  - c) Distribute applications for membership.
  - d) Carefully review all applications to ensure that membership requirements and eligibility standards are met.
  - e) Initiate letters of welcome to new members, outlining the purposes of CO-OPP and list services available. Arrange for preparation and distribution of membership certificates.
  - f) Furnish information relative to CO-OPP's membership status as may be required by the Secretary and Treasurer for the submittal of required annual income tax returns.
  - g) For purpose of nominating of CO-OPP for NIGP Chapter of the Year, maintain data, effective the first day, also the last day of each calendar year, including: number of members, and number of NIGP national agency memberships, and individual memberships held by CO-OPP members.
  - h) Establish procedures for maintaining the Chapter's membership.
  - i) Prepare materials for distribution to potential members or to help familiarize them with the Chapter.
  - j) Work with the President on membership problems.
  - k) Prepare an annual membership list of paid members in good standing. Submit membership list to NIGP according to its requirements. Make current and updated membership lists available to the membership
  - l) Issue delinquent notices when necessary.
  - m) A Member Recognition Award Program falls under this committee. Acknowledge: the anniversaries at five (5) year intervals for the membership; certificates earned; renewal of certificates; degrees earned; promotions, etc.
  - n) Actively promote continued growth of CO-OPP. Review the eligibility of prospective new members and carry out membership policies set by the President and the Board.
  
9. NOMINATING COMMITTEE. The Member-at-Large shall chair this Committee and appoint committee members. Committee members shall not be from the same employing entity. The primary responsibilities of this Committee include:
  - a) Solicit and evaluate recommendations and nominations from members in good standing.
  - b) Submit slate of candidates to the voting membership, no later than 20 days prior to the election.

- c) Prepare materials and conduct the elections during the last regular meeting of the Chapter on even numbered years, or as needed due to vacancies.
- d) Develop and implement a fair balloting procedure for live and electronic voting for implementation after approval by the Board of Trustees.

10. PROGRAM COMMITTEE. The Program Committee's primary responsibilities include:

- a) Plan, develop, and coordinate information programs which are educational in nature.
- b) Arrange for guest speakers at meetings.
- c) Arrange for audio-visual aids, panels, and/or other appropriate methods to achieve desired objectives.

11. PUBLIC RELATIONS COMMITTEE. The Public Relations Committee's primary responsibilities include:

- a) Inform the membership of Chapter cultural and educational activities as well as social events.
- b) Collect articles; prepare, edit, and publish the Chapter's newsletter(s) every month.
- c) Collect and send articles to members' local newspapers, NIGP, etc., to publicize individual achievements, as well as those of the Chapter.

## **VI. AD HOC COMMITTEES.**

The Chapter President may appoint ad-hoc (special) committees. Ad hoc Committee Chairs are appointed by the President, but do not have voting rights on Chapter business.

1. CONFERENCE. This Committee shall be chaired by the Chapter Secretary. This Committee is responsible for developing the content of Chapter conferences as well for the planning and execution of the event. Duties include, but are not limited to:

- a) Scheduling conference sessions.
- b) Site and special event planning.
- c) Printed program design.
- d) Sponsor and vendor relations.
- e) Long-term conference planning and coordination.

2. HISTORIAN. This Committee is responsible for the collection, preservation, indexing, and display of items and materials of historical value to the Chapter and all member jurisdictions. This Committee shall be chaired by the Chapter Secretary. This Committee can be a prime source of information and data that would be of assistance to the Chapter in carrying out its responsibilities. The primary goal of this Committee is to establish a written history of the Chapter that can be added to in an orderly manner as time passes. The goal is to record in written record important accomplishments of the Chapter. Additional guidelines for historian's duties are as follows:

a) Gathering the materials offered from previous historian or from officers of the Chapter to include:

- 1) Chapter Charter, this is the keystone of historian's records.
- 2) Chapter Bylaws, these are the working rules of the Chapter.
- 3) Meeting minutes.
- 4) Meeting notices.
- 5) Press Clippings from previously held events.
- 6) Correspondence into or out from the Chapter.
- 7) Rosters of members for present and past years.
- 8) Photos from events of the past, recent or remote.
- 9) Chapter history and yearly update.
- 10) List of awards and honors to members.

- b) Protect the material gathered, studied, categorized and identified to allow it to remain in the same worked condition.
  - c) Prepare a display for the annual Chapter meeting Membership.
3. MARCH IS PURCHASING MONTH. This Committee is responsible to coordinate Chapter activities associated with promotion of the profession. Activities include, but are limited to:
- a) Obtain Resolutions and/or Proclamations from government officials.
  - b) Develop ideas for Chapter events.
  - c) Develop combined events between CO-OPP, NAPM, NIGP, and NASPO.
4. NIGP LIAISON COMMITTEE.
5. OPERATIONAL PROCEDURES. This Committee is made up of the Code of Regulations Chair, the Member-at- Large, and the Secretary. This Committee reports directly to the President. Duties include, but are not limited to the following: Creation, review, and update of the Chapter's Standard Manual.
6. PARLIAMENTARIAN. This Committee is responsible for making sure all meetings are properly run, in accordance with the Code of Regulations and "*Roberts Rules of Order*".
7. RETIRED MEMBERS COMMITTEE. This Committee is responsible to communicate Chapter activities and social events to retired members via correspondence, newsletters or the internet which will enable retired members to keep in touch with each other and/or other Chapter members.
8. STRATEGIC PLANNING COMMITTEE. This Committee is responsible for the development of short and long-term strategic goals as well as the tactical positioning required to achieve those goals.
9. WEBMASTER COMMITTEE. This Committee is responsible to maintain the Chapter Web site.

## **NOMINATION OF OFFICERS**

### **I. TERMS OF OFFICE.**

Terms of office for the Board of Trustees shall be for two (2) years unless earlier dismissed by the President. The terms may be changed from time-to-time as deemed necessary by a two-thirds majority vote of the members present at a General Membership. After the proposal has been made and recorded in the Minutes of the meeting and circulated to the membership via the Minutes, the membership may vote at the next regular meeting.

The term of the Board of Trustees shall begin in January and end in December of the following year.

### **II. VACANCIES ON THE BOARD OF TRUSTEES.**

A vacancy in the office of the President shall be filled by the Vice President. Vacancies in offices, other than the President, shall temporarily be filled by the Member-at-Large until such time that the nominating committee can convene to make a nomination to fill the vacancy. Nominations on vacancies shall be submitted at a general meeting for a vote by the membership to fill the vacancy from the nominations.

If the President and Vice President offices should become vacant, the Immediate Past President shall fill the vacancy of the President until nominations and election can be held. When vacancy, other than the President occurs, and there are three (3) months or less left in a term, the Nominating Committee shall make its recommendation to the Board of Trustees. The Board shall accept or reject the Committee's recommendation.

## **OFFICERS OF THE BOARD OF TRUSTEES**

### **III. OFFICERS TO THE BOARD.**

The Vice President, Secretary, Treasurer, and Member-at-Large shall be elected on even numbered years at the last regular meeting of the Chapter, from a slate of candidates presented by the Nominating Committee and any eligible members nominated from the floor. A simple majority vote of the members present at the regular meeting will be required for a candidate to win election to the Board.

The Vice President shall automatically succeed to President in the immediately following term.

No member of this Chapter shall be considered for office unless that individual has been a member in good standing for at least one (1) year immediately preceding the election. Members of the same entity may serve as an officer on the Board of Trustees, at the same time, provided that the entity does not compromise a quorum on the Board.

### **IV. CO-OPP BOARD OF TRUSTEES - ELECTION OF OFFICERS.**

The Nominating Committee is responsible to distribute information to the General Membership, for the purpose of nominating a member(s) of the Chapter who are interested in holding an office on the Board of Trustees. These offices include the Vice President, Secretary, Treasurer, and Member-at-Large. Members who accept the nomination will be required to submit a summary of their qualifications upon forms provided by the Nominating Committee, by the time and date set forth by the Committee.

At least twenty (20) days prior to the annual meeting, held on each even-numbered year, the Nominating Committee shall prepare and distribute a slate of candidates for election to the Board of Trustees. It shall be the duty of the Nominating Committee to nominate at least one (1) person for each vacancy for which elections are being held.

No individual shall be considered for office unless that individual has been a member in good-standing for at least one (1) year preceding the election. Members of the same entity may serve as an officer of the Board of Trustees at the same time, provided that the entity does comprise a quorum.

After nominations have been placed before the Members present at the Annual Meeting, the President may call for nominations from the floor. When nominations are closed, members of the Nomination Committee shall distribute ballots to the members present at the Annual Meeting. No member shall be entitled to vote by proxy vote and no member shall be entitled to more than one (1) vote per office. A simple majority vote of those voting will be required for a candidate to win the election. Ballots shall be collected, the Nominations Committee will tally the vote, and announce the results to the membership.

Elections shall be held on the last scheduled meeting of even numbered years.

# CHAPTER 3

## CHAPTER MEMBERSHIP.

REQUIREMENTS  
MEMBERSHIP ORGANIZATIONS  
TYPES OF MEMBERSHIPS  
MEMBERSHIP DUES

## INTRODUCTION.

Our membership represents cities, states, counties, airports, city schools, colleges and universities, mass transit, libraries, fire departments, and parks. We choose to buy “stuff” and because of this we indirectly touch all people in all walks of life. We DO make a difference.

Involvement with CO-OPP gives purchasing and procurement professionals the ability to share knowledge of how to do it better to get the job done; the ability to share cooperative purchasing; and the ability to work with other jurisdictions for laws, policies and procedures that benefit us all.

We challenge you to help grow this organization – one of many benefits and professionalism – through self-development and recruitment! Membership in CO-OPP is open to all individuals primarily employed in public procurement. Each member agrees:

- a. To subscribe to the mission of the Chapter.
- b. To adhere to the NIGP Code of Ethics.

## CHAPTER MEMBERSHIP

- I. MEMBERSHIP. The membership shall consist of regular, honorary, retired, and student memberships.
- a. REGULAR MEMBERSHIP. Regular membership in the Chapter is open to all public institution procurement and materials management personnel. This includes federal, state, county, municipal and township activities, public school systems, colleges, universities hospitals, commissions, authorities, and any other political subdivisions of the State and full and/or part time employees of NIGP member agencies provided they spend the majority of their time involved in procurement or materials management functions. Persons with full and/or part time employment in positions having a direct influence on the public procurement process, such as elected officials, department heads, and educators; persons who take a leave of absence for educational or other reasons may continue as members provided that they continue to pay their dues and plan to re-enter public procurement within two (2) years. Regular members shall be eligible to enjoy all the privileges of Chapter membership. Regular members may also be those who were formerly employed in the public procurement profession and are anticipating re-entry into the profession, and have paid the regular membership dues.
  - b. HONORARY MEMBERSHIP. Honorary members in the Chapter shall serve at the pleasure of the Board of Trustees. Honorary member privileges are limited to Chapter meeting attendance; receipt of Chapter mailings and committee participation (excluding Chairing a committee). Honorary membership requests must be submitted to the Membership Committee for a thorough review. Upon unanimous positive vote by the Committee, the honorary membership request is forwarded to the entire membership for final action. The membership may be conferred by unanimous vote of the members upon individuals who have made distinguished contributions to the purchasing profession, or this Chapter. Honorary members shall not be entitled to vote or hold office and shall be exempt d
  - c. RETIRED MEMBERSHIP. Retired membership may be conferred upon individuals who had five (5) or more years of public purchasing service under a Regular Membership, and has retired from public service, and upon written request for such membership. Retired members shall be entitled to vote and hold office.
  - d. STUDENT MEMBERSHIP. NOTE: POLICY & PROCEDURE FOR THIS CATEGORY ARE CURRENTLY BEING DEVELOPED.
- II. MEMBERSHIP DUES. Invoices are to be mailed by the Membership Committee to all current members according to procedures established by the Committee and approved by the Board of Trustees. Any new memberships will be effective on date of receipt through the same date of the following year. Membership renewal and expiration dates will remain the same each year based on the dates of the original membership regardless when renewal membership dues are paid.
- a. Membership entitles you to the following benefits:
    - 1) Membership meetings which include presentations on a variety of topics.
    - 2) Discounts on NIGP accredited seminars.
    - 3) Discount on NIGP's Annual Forum and Products Exposition.
    - 4) CO-OPP's Annual Luncheon and Educational Event.
    - 5) Monthly newsletters.
    - 6) Availability to cooperative purchasing contracts.
    - 7) Opportunity to network with other public purchasing professionals.
  - b. Membership Dues.
    - 1) \$25.00 annually for Regular Members
    - 2) \$10.00 annually for Retired Members
    - 3) \$0.00 annually for Honorary Members
    - 4) \$??? annually for Student Members (POLICY IS CURRENTLY BEING DEVELOPED)

# CHAPTER 4

## FINANCIAL STATUS.

BUDGET PROCESS  
ANNUAL BUDGETS  
NIGP TAX EXEMPTION STATUS  
TRAVEL & REIMBURSEMENT

### BUDGET PROCESS

The Vice President shall serve as the Chair of the Finance Committee and is responsible for the development of the yearly budget for the Central Ohio Organization of Public Purchasers. The Treasurer shall serve on the Committee.

In the middle part of the preceding year, the Finance Chair and Treasurer will meet to review the current budget against prior year budgets for trends and spending history for target budget amounts. The Finance Chair will ask each committee chair to submit to him/her no later than September a budget request.

The Finance Chair will then develop a draft budget to be presented to the Board prior to the end of the year with explanations of budget items. Upon review and revision, the Board will approve the budget no later than the January Board Meeting of the following year.

## 2008 CO-OPP BUDGET

### INCOME

<b>Chapter Membership Dues (185)</b>	\$ 4,625.00	<b>\$ 4,625.00</b>
<b>Educational Seminars</b>		
NIGP Seminars/LEAP	\$ 89,150.00	<b>\$ 89,150.00</b>
<b>Interest</b>	\$ 5,000.00	<b>\$ 5,000.00</b>
<b>Conferences</b>		
Reverse Trade Fair (Bi-Annually)	\$ -	
Educational Forum	\$ 6,350.00	<b>\$ 6,350.00</b>
<b>TOTAL INCOME</b>	<b>\$ 105,125.00</b>	<b>\$ 105,125.00</b>

### EXPENSES

#### Chapter Obligations/Support

Insurance	\$ 125.00	
NIGP Annual Chapter Assoc. Fee	\$ 885.00	
UPPCC Support	\$ 750.00	
NIGP Forum Support	\$ 750.00	
Louis Spangler (LES) Foundation	\$ 250.00	
Miscellaneous Support	\$ 300.00	
		<b>\$ 3,060.00</b>

#### COMMITTEES

<b>Membership</b>	\$ 1,300.00	<b>\$ 1,300.00</b>
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#### Education & Professional Development

Seminars/Classes	\$ 69,080.00	
Equipment & Supplies	\$ 1,350.00	
		<b>\$ 70,430.00</b>

#### Program

Refreshments Membership Mtgs	\$ 350.00	
Postage	\$ 90.00	
Presenter Gifts	\$ 225.00	
Speaker Fees (Membership Mtgs)	\$ 1,000.00	

Annual Luncheon Invites and Agenda	\$	300.00	
Annual Luncheon Food & Facility	\$	2,300.00	
Annual Luncheon Speaker Fees	\$	4,600.00	
Annual Luncheon Special Guests	\$	275.00	
			<b>\$ 9,140.00</b>

**Public Relations Committee**

Photographic Expenses (Equip, Film)	\$	325.00	
Letterhead, Paper, & Envelopes	\$	225.00	
			<b>\$ 550.00</b>

<b>Awards and Scholarships</b>	\$	5,000.00	<b>\$ 5,000.00</b>
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<b>Finance Committee</b>	\$	100.00	<b>\$ 100.00</b>
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<b>Legislative Liaison</b>	\$	50.00	<b>\$ 50.00</b>
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<b>Code of Regulations</b>	\$	50.00	<b>\$ 50.00</b>
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<b>ICPC</b>	\$	325.00	<b>\$ 325.00</b>
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<b>Conference</b>	\$	1,500.00	<b>\$ 1,500.00</b>
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Reverse Trade Fair (Bi-Annual)	\$	-	\$ -
Education Forum	\$	24,750.00	<b>\$ 24,750.00</b>

<b>Nominating (Bi-Annual)</b>	\$	-	\$ -
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**CHAPTER OFFICERS**

**President**

Strategic Planning	\$	1,500.00	
PO Box Rental	\$	50.00	
Postage	\$	150.00	
Chapter Promotions	\$	4,800.00	
			<b>\$ 6,500.00</b>

**Vice President**

Contingency Fund	\$	400.00	<b>\$ 400.00</b>
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<b>Treasurer</b>	\$	950.00	<b>\$ 950.00</b>
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<b>Secretary</b>	\$	250.00	<b>\$ 250.00</b>
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<b>Member at Large</b>	\$	50.00	<b>\$ 50.00</b>
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## OTHER

<b>March Is Purchasing Month</b>	\$ 2,200.00	\$ 2,200.00
<b>NIGP Forum Travel</b>		
President	\$ 1,900.00	
Vice President	\$ 1,900.00	
Treasurer	\$ 1,900.00	
Secretary	\$ 1,900.00	
Member at Large	\$ 1,900.00	
Buyer of the Year Nominee	\$ 1,500.00	
Manager of the Year Nominee	\$ 1,500.00	
PR Committee Chair (Partial)	\$ 800.00	
National Committee Travel	\$ 5,000.00	
		\$ 16,400.00
<b>Office Supplies</b>	\$ 200.00	\$ 200.00
<b>TOTAL EXPENSES</b>	\$ 145,105.00	\$ 143,205.00
<b>NET INCOME (LOSS)</b>		\$ (38,080.00)

# 2007 CO-OPP BUDGET

			2007 Budget
<b><u>INCOME</u></b>			
CHAPTER MEMBERSHIP DUES	\$ 7,000.00		\$ 7,000.00
EDUCATIONAL SEMINARS			
NIGP Seminars	\$ 75,480.00		
Chapter Seminars	\$ -		
	\$ 75,480.00	\$ 75,480.00	\$ 75,480.00
INTEREST	\$ 5,000.00		
OTHER - Unidentified Direct Deposits			
Reverse Trade Fair	\$ 80,000.00		\$ 80,000.00
Educational Conference			\$ -
<b>TOTAL INCOME</b>	<b>\$ 167,480.00</b>		<b>\$ 162,480.00</b>

## **EXPENSES**

### BANK EXPENSES

### EDUCATIONAL SEMINARS

NIGP Seminars	\$ 66,060.00	
Equipment	\$ 1,800.00	
Cancel travel arrangements		
Chapter Seminars	\$ -	

	\$ 67,860.00	\$ 67,860.00
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### CHAPTER RELATIONS

Liability Insurance	\$ 125.00	
Misc.	\$ 40.00	
NIGP Annual Chpt Assoc Fee	\$ 885.00	
Promotional		

	\$ 1,050.00	\$ 1,050.00
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### DONATIONS

(UPPCC)	\$ 750.00	\$ 750.00
(Annual Forum Support)	\$ 750.00	\$ 750.00
(Misc)	\$ 500.00	\$ 500.00

Total Donations	\$ 2,000.00	\$ 2,000.00
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### MEMBERSHIP COMMITTEE

	\$ 1,300.00	\$ 1,300.00
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PROGRAM COMMITTEE

Refreshments Member. Mtgs &Classes	\$	300.00		
Postage ( Invitations/Correspondence)	\$	75.00		
Purchasing Month Dignitaries	\$	25.00		
Presenter Gifts	\$	150.00		
Speaker Fee	\$	4,450.00		

\$  
5,000.00                      \$  
**5,000.00**

ANNUAL LUNCHEON

Invitations & Agendas	\$	225.00		
Food and Facility	\$	2,000.00		
Speaker Fee	\$	1,000.00		
Special Guests	\$	275.00		

\$  
3,500.00                      \$  
**3,500.00**

OFFICE SUPPLIES

\$  
100.00                         \$  
**100.00**

PUBLIC RELATIONS COMMITTEE

NIGP Educational Seminar Refresh.	\$	450.00		
Chapter Seminar Refreshments	\$	250.00		
Photographic Expenses	\$	50.00		
Letterhead and Envelopes	\$	200.00		
Speaker	\$	300.00		

\$  
1,250.00                      \$  
**1,250.00**

CHAPTER PRESIDENT EXPENSES

Forum	\$	1,700.00		
Share Fair	\$	800.00		
Strategic Planning	\$	1,500.00		
Box Rental	\$	40.00		
Postage	\$	75.00		
Chapter Promotionals	\$	2,500.00		

\$  
6,615.00                      \$  
**6,615.00**

VICE PRESIDENT EXPENSES

(Annual)

\$  
1,700.00                      \$  
**1,700.00**

Chapter Member Expenses for National                      \$                      5,000.00

\$  
5,000.00                      \$  
**\$5,000.00**

ANNUAL FORUM

\$  
250.00                         \$  
**250.00**

WEBMASTER

\$  
500.00                         \$  
**500.00**

CHAPTER SECRETARY EXPENSES

\$                                 \$

		500.00	500.00
		\$	\$
CHAPTER TREASURER EXPENSES		400.00	400.00
(Annual)	\$	6,500.00	
(Education)	\$	6,500.00	
(Buyer of the Year to Annual)	\$	1,000.00	
(Mgr of the Year to Annual)	\$	1,000.00	
(Agency Awards)	\$	1,000.00	
(Member Awards)	\$	1,000.00	
(Gov't Entity Awards)	\$	1,000.00	
		\$	\$
		18,000.00	18,000.00
		\$	\$
PROF. DEVELOPMENT ASSISTANCE		5,000.00	5,000.00
		\$	\$
BUDGET & FINANCE COMMITTEE		100.00	100.00
		\$	\$
CODE OF REGULATION COMMITTEE		50.00	50.00
		\$	\$
LEGISLATION COMMITTEE		50.00	50.00
		\$	\$
ICPC COMMITTEE		100.00	100.00
		\$	\$
Reverse Trade Fair		40,000.00	40,000.00
		\$	\$
<b>TOTAL EXPENSE</b>		160,325.00	160,325.00
		\$	\$
<b>NET INCOME (LOSS)</b>		7,155.00	2,155.00

## NIGP TAX EXEMPTION STATUS

**NEW BOARD POLICY ON GROUP EXEMPTION.** At the Spring Board meeting the NIGP Board approved a new policy stating:

*Effective July 2010, all NIGP chapter affiliates operating in the United States shall attain exemption as a not-for-profit organization from the U.S. Internal Revenue Service (IRS). Such requirements will provide uniformity in complying with IRS requirements, reduce/eliminate a federal tax burden, and provide legal protections for the governing boards of the chapter.*

*NIGP will provide technical, legal and financial assistance to any chapter affiliate wishing to apply under NIGP's group exemption. If a chapter affiliate decides not attain exemption under NIGP's group policy, the chapter shall submit a determination letter from the IRS indicating that it has been exempted from federal taxation.*

## Federal Income Tax Group Exemption for NIGP Chapters

A value-added service, available at no cost to active NIGP Chapters.

I am delighted to invite all NIGP affiliate chapters to participate in NIGP's group exemption from Federal income tax. This service will enable chapters to be recognized as exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code on the basis of their relationship with NIGP. Chapters that do not already have an IRS determination letter recognizing their exemption under Section 501(c)(3) can use the group exemption to ensure their tax-exempt status, and to assure those who may want to make gifts to the Chapter that their contributions will be deductible for Federal and state income tax purposes. Gifts donated from a Legal Will would also be deductible for estate tax purposes.

### HOW?

In order to participate in the group exemption, a chapter must submit the following documents and information to NIGP:

- ▶ A signed copy of the Chapter Affiliation Agreement.
- ▶ Copies of the Chapter's articles of incorporation (if any), Constitution (if any), and Bylaws. NIGP's lawyer, Chip Watkins, will review these to ensure that they satisfy the requirements for exemption under Section 501(c)(3). If they do not, he will send you sample language for amendments that are required. Once these amendments have been adopted, the Chapter can be included in the group exemption.
- ▶ The Chapter's mailing address and (if different) its street address. (The IRS will send information, returns, etc. to the mailing address. The street address can be the home or office of an officer, or other member whose address will not change frequently. If you use an officer's address, you will need to change the address annually.) The Chapter must also notify NIGP and the IRS when either of these addresses change.
- ▶ The Chapter's Employer Identification Number ("EIN") issued by the IRS. If the Chapter does not have an EIN, it must submit an unsigned Form SS-4, and a signed Form 2848. Together, these forms will authorize Mr. Charles Watkins, NIGP legal Representative, to obtain an EIN on behalf of the NIGP Chapter. When the EIN is assigned, Chip Watkins will notify you, and the Chapter will separately receive a notice from the IRS. The Chapters gross receipts for each of its last three (3) completed fiscal years, including all dues, gifts, program fees, interest and other income.

The process of obtaining the group exemption will take about four to six months from the date the application is submitted to the IRS. Once your chapter has been included in the group exemption, we will ask you to annually update the Chapter's mailing address and street address, so that NIGP can file an annual report required by the IRS to keep the group exemption in effect.

The original applications for group exemption were submitted to the IRS in 1999 on behalf of eight NIGP chapters. We can submit additional chapter names to the IRS at any time and now have over 17 chapters who have received Group Exemption through NIGP. Chapters who desire to be added to the group exemption should send the information and documents listed above to NIGP Attn: Jennifer Steffan, Chapter Relations Manager, Fax 703-736-9677.

If you have questions, you can reach Chip Watkins at (202) 785-9500, ext. 34; by fax at (202) 835-0243, or by e-mail at [cwatkins@wc-b.com](mailto:cwatkins@wc-b.com)

Charles M. Watkins  
Webster, Chamberlain & Bean  
1747 Pennsylvania Avenue, NW, #1000  
Washington, D.C. 20006-4693



## Facts on Group Exemption

At its Spring 2008 meeting, the Board of Trustees approved the following policy, requiring all U.S. chapters to be affirmatively recognized as exempt from federal income tax under §501(c) of the Internal Revenue Code.

### IRS Exemption

Effective July 2010, all NIGP chapter affiliates operating in the United States shall attain exemption as a not-for-profit organization from the U.S. Internal Revenue Service (IRS). Such requirements will provide uniformity in complying with IRS requirements, reduce/eliminate a federal tax burden, and provide legal protections for the governing boards of the Chapter.

NIGP will provide technical, legal and financial assistance to any chapter affiliate wishing to apply under NIGP's group exemption. If a chapter affiliate decides not attain exemption under NIGP's group policy, the Chapter shall submit a determination letter from the IRS indicating that it has been exempted from federal taxation.

### How does a Chapter obtain IRS recognition of its tax-exempt status?

Section 501(c)(3) exempts educational and charitable organizations (including NIGP and many of its chapters). NIGP has a "group exemption" under §501(c)(3). A copy of the group exemption letter is attached. The group exemption means that both NIGP, and the chapters included in the group exemption, are all recognized by the IRS as exempt under §501(c)(3). However, chapters are not automatically included in the group exemption. Presently, 31 chapters are included in the group exemption, and several more will be added in 2008. New chapters are required to be included in the group exemption.

### What is a "group exemption"?

The IRS has recognized that when a national organization has affiliated state, regional, or local organizations, it is administratively efficient (for both the IRS and the affiliated organizations) for the IRS to recognize the exemption of the "central organization"—in this case, NIGP—and then to accept its representations that the affiliates—"subordinate units"—generally share its purposes and activities, and therefore qualify for exemption themselves under the same subparagraph of the Internal Revenue Code. The IRS is spared having to receive and act on thousands of applications for exemption filed by groups that are often quite small. In addition, if the application is prepared by a volunteer, it is likely to require more work to develop and resolve any issues that might arise in the course of the application. And of course, the affiliated organization is spared the time, and perhaps the expense (if a professional is hired), necessary to prepare and file an application for exemption, as well as the application fee, which is \$300 or \$750, depending on whether the applicant expects its gross receipts to exceed \$10,000 in the next couple of years.

### Which chapters are already included in NIGP's Group Exemption?

Presently, the following 31 chapters are included in the Group Exemption:

- Arizona State Capitol Chapter
- Capital Area Purchasing Association
- Central Florida Chapter
- Central Gulf Coast Chapter
- Central Ohio Organization of Public Purchasers
- Coastal Georgia Chapter
- Copper Chapter
- Delaware Public Purchasing Association
- East Tennessee Purchasing Association
- El Paso del Norte Chapter
- Grand Canyon Chapter
- Greater Miami Chapter
- Illinois Association of Public Purchasing Officials
- Kentucky Public Procurement Association
- Louisiana Chapter
- Maryland Public Purchasing Association
- Mid-America Council of Public Purchasing
- Minnesota Chapter

--New York State Association of Municipal Purchasing Officials  
--NIGP NY, Inc.  
--North Louisiana Chapter  
--Oklahoma Association of Public Procurement  
--Oregon Public Purchasing Association  
--Pennsylvania Public Purchasing Association  
--Public Purchasing Association of Connecticut  
--Sarasota Bay Chapter  
--Southeast Florida Chapter  
--Southeast Texas Association of Public Purchasing  
--St Louis Metro Area Public Purchasing Association  
--Tampa Bay Area Chapter  
--Tennessee Association of Public Purchasing  
--Treasure Coast Chapter  
--Washington State Chapter of NIGP  
(Utah Chapter of NIGP and Mid-Florida Chapter of NIGP are in process)

Why should Chapters apply for exemption under §501(c)(3)?

Chapters should apply for exemption under §501(c)(3) because exemption under §501(c)(3) is generally more advantageous for the Chapter than is exemption under §501(c)(6). These advantages include:

- Exemption from state sales tax in most states.
- Eligibility for special non-profit bulk mail rates (for mailings of at least 200 pieces).
- The Chapter may receive tax-deductible charitable contributions, and grants from government agencies, private foundations, or other charities.

What are the alternatives to joining NIGP's Group Exemption?

A Chapter may individually apply for exemption under §501(c)(3), or under §501(c)(6). The Chapter will need to complete and file IRS Form 1023 (§501(c)(3)) or Form 1024 (§501(c)(6)), and pay an application fee of \$300 or \$750, depending on whether it expects its gross receipts to be more than \$10,000. If the Chapter hires a lawyer or CPA to prepare, file, and prosecute the application, it will incur professional fees averaging \$3-4,000, or perhaps more.

Copies of Form 1023 and Form 1024 and their instructions can be downloaded from the IRS Web site, at <http://www.irs.gov/formspubs/lists/0..id=97817.00.html>, or go to [www.irs.gov](http://www.irs.gov), click on "More Forms and Publications" (upper left side), and proceed from there.

Because of the complexity of the applications, and the expense to Chapters, we strongly recommend that Chapters that are not already recognized as exempt by the IRS join NIGP's Group Exemption.

What must our Chapter do to join NIGP's Group Exemption?

To join the Group Exemption, a Chapter must submit the following documents and information to NIGP:

1. A signed copy of the Chapter Affiliation Agreement. We have an affiliation agreement on file for most chapters, but you need to confirm with NIGP if one is available for your chapter. If not, one must be signed.
2. Copies of the Chapter's Articles of Incorporation (if any), Constitution (if any), and Bylaws. Please send these electronically (preferably as a Word file) to [jsteffan@nigp.org](mailto:jsteffan@nigp.org). NIGP's attorney, Chip Watkins, will review these to ensure that they satisfy the requirements for exemption under §501(c)(3). If they do not, he will send you sample language for amendments that are required. Once these amendments have been approved and adopted by the Chapter, it will be included in the Group Exemption.
3. The Chapter's mailing address and (if different) its street address. The IRS will send information, returns, etc to the mailing address. The street address can be the home or office of a chapter officer, or another member whose address will not change frequently. If you use an officer's address, you will need to change the address annually.
4. The Chapter's Employer Identification Number (EIN) issued by the IRS. If the Chapter does not have an EIN, it must submit a signed Form SS-4, and a signed Form 2848. Together these forms will authorize Chip Watkins to obtain an EIN on behalf of the NIGP Chapter. When the EIN is assigned, you will receive notice from Chip Watkins, and subsequently from the IRS.

5. Contact information for the Chapter officer or other leader who will be the chief point of contact during the process, particularly if amendments to the governing documents are required. This must include mailing address, office telephone or cell phone number, fax number, and e-mail address.
6. The Chapter's gross receipts (total revenue from all sources, without any deductions) for each of the three (3) most recently ended fiscal years. This is required so the IRS can properly code its files to show whether the Chapter is required to file IRS Form 990, 990-EZ, or 990-N ("e-Postcard")

Once we receive this information, and it has been reviewed and approved, and any necessary amendments have been adopted by the Chapter, the Chapter will be added to the Group Exemption in a report to the IRS. NIGP will notify each chapter when it has been added to the Group Exemption.

Is NIGP required to update the Group Exemption each year?

Yes. NIGP is required to submit its annual report each March, but may, and does, send in supplemental reports during the year when it is advantageous to do so. During January of each year, each chapter will be asked to update the Chapter's mailing address, street address, and gross receipts information, so that NIGP can keep its own files current, and file the annual report required by the IRS to keep the group exemption in effect.

After our chapter joins the Group Exemption, does the Chapter still have to file IRS Form 990?

A chapter's obligation to file IRS Form 990, 990-EZ, or 990-N is independent of whether it is included in NIGP's Group Exemption. So, yes, a chapter included in the Group Exemption will still be required to file Form 990, 990-EZ, or 990-N. Which form must be filed depends on the chapter's gross receipts. If you need more information about the filing requirements, please contact me at [jsteffan@nigp.org](mailto:jsteffan@nigp.org). The IRS imposes penalties, which can range into thousands of dollars, for failure to timely file Form 990 or 990-EZ. Although there is no penalty for failing to file Form 990-N, failure to file any form for 3 years will result in loss of tax-exempt status, even for chapters included in the group exemption.

Is our chapter required to be incorporated before it can join the Group Exemption?

No. Although new chapters are required to be incorporated, older chapters are not. However, incorporation is advantageous, primarily to protect the officers, directors, and members from personal liability for the chapter's debts. If a chapter wishes to incorporate, it should do so before it is added to the Group Exemption.

How does a chapter incorporate?

To be incorporated, a chapter must prepare and file articles of incorporation with (in most states) the Secretary of State. The articles must satisfy both the applicable requirements of the state's nonprofit corporation law, and the requirements for exemption under §501(c)(3) of the Internal Revenue Code.

A chapter that plans to incorporate should contact a lawyer who is familiar with nonprofit corporations. If you don't know one, please contact NIGP's lawyer, Chip Watkins, at (202) 785-9500, ext. 34, or at [cwatkins@wc-b.com](mailto:cwatkins@wc-b.com). He has agreed to assist chapters with incorporation for \$300, plus any expenses.

When will NIGP begin to implement the Board policy requiring chapters to join the Group Exemption or otherwise obtain IRS recognition of their exemption?

NIGP will begin to implement the Board policy in September, 2008.

First, all chapters that have their own determination letters should send a copy to Jennifer Steffan, at the National Office. Copies may be sent by mail, by fax to (703) 736-9644, or by e-mail to [jsteffan@nigp.org](mailto:jsteffan@nigp.org).

Second, chapters in states beginning with letters A-N that want to join the group exemption will be asked to submit the required information (listed above) to the National Office this fall. Within a short time, Chip Watkins will respond to each chapter to request additional information, inform the chapter of any required amendments, or indicate that the chapter is ready to be added to the Group Exemption. Ideally, the process

will be completed for all chapters by the end of February, so that they can be added to the group exemption in 2009.

Third, beginning in April, 2009, we will repeat the process with chapters in states beginning with O-W. Of course, if any of these chapters wish to proceed earlier, they may do so. We expect to complete the process for these chapters by February 2010, so that they can be added to the Group Exemption not later than March 2010.

Chapters that wish to obtain their own determination letter under §501(c)(3) or §501(c)(6) should begin the process as soon as possible. Applications under §501(c)(3) may take up to 6 months after they are filed before the Chapter will receive a favorable determination letter, and Form 1023 is a fairly complex form, requiring responses to 12 pages of questions, as well as the submission to text responses to many of the questions. Form 1024 is simpler, but still requires at least 2-3 months after filing before the Chapter will receive a favorable determination letter.

Copies of Form 1023 and Form 1024 and their instructions can be downloaded from the IRS Web site at <http://www.irs.gov/formspubs/lists/0..id=97817.00.html>.

Is there a form the Chapter can use to submit the required information?

Yes. A copy of the form is attached.

Who should we contact for more information?

Jennifer Steffan  
Chapter Relations Manager  
(800) 367-6447, ext. 232  
[jsteffan@nigp.org](mailto:jsteffan@nigp.org)

2009 National Funded General Liability Insurance: The NIGP Board approved national funded General Liability Insurance for all chapters in the 2009 budget. When the current policy expires in April, NIGP will be renewing or adding all chapter's to the policy at no cost to the chapter! We are currently working on a Group Directors & Officers Policy that we can offer to the chapters at a group-discounted rate.

# CHAPTER 5

## MEETING SCHEDULES

### GENERAL INFORMATION

### 2008 SCHEDULE

### 2007 SCHEDULE

### CHAPTER EVENTS

### PARLIAMENTARY PROCEDURE

## GENERAL INTRODUCTION

The Chapter's General Membership meetings will be held five (5) times each year in January, March, May, September and November (luncheon meeting). Board of Trustees meeting will be held monthly or as otherwise determined necessary by the Chapter President.

A quorum is required for any vote at a meeting of the board, voting membership or committee.

1. A quorum at the Board Meeting shall consist of majority of the voting Board.
2. A quorum at any regular meeting shall consist of 10 voting members, three (3) of which shall be Board Members
3. A quorum at any Committee Meeting shall consist of a majority of the Committee members.

Decisions at all meetings shall be by a simple majority of the votes cast, unless otherwise required by law, by the Articles of Incorporation, or by the Code of Regulations.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the CO-OPP in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the CO-OPP may adopt.

**2008 CO-OPP General Membership Meetings**

<b>MEETING</b>	<b>DATE</b>	<b>LOCATION</b>
January Membership Meeting	January 16th	<a href="#">City of Columbus Trans</a> 1881 E 25th
March Membership Meeting	March 19 <sup>th</sup>	GSD, 4200 Surface Rd., Cols.
May Membership Meeting	May 14 <sup>th</sup>	<a href="#">City of Columbus Trans</a> 1881 E 25th
September Membership Meeting	September 17th	<a href="#">City of Columbus Trans</a> 1881 E 25th
November Membership Meeting	November 19th	Annual Luncheon - Confluence Park

**2008 CO-OPP Board of Trustee Meetings**

**Location: City of Columbus, Dept. of Public Utilities; 910 Dublin Road, 4<sup>th</sup> Floor Conference Room. All Meeting Times are from 2:00 - 4:00 p.m. unless otherwise specified**

**2008 Meeting Dates:**

***January 24th***

***February 21st***

***March 20th***

***April 17th***

***May 15th***

***June 19th***

***July – No meeting***

***August 21st***

***September – No meeting***

***October 16th***

***November – No meeting***

***December 18th***

**ICPC 2008 Meeting Schedule**

**(Intergovernmental Cooperative Purchasing Committee)**

ICPC Meetings shall generally be held on the 2<sup>nd</sup> Tuesday of every other month, from 9: 00 to 11:00 a.m. beginning Feb. 2008.

**February 12th (Janitorial Paper Products)**

**April 8th (Vendor Managed Inventory)**

**June 10<sup>th</sup> (Vehicle Fluids i.e., transmission fluids, oil, brake fluids etc.)**

**August 12th**

**October 14th**

**Dec 9th**

***2007 General Membership Meetings***

<b>MEETING</b>	<b>DATE</b>	<b>LOCATION</b>
January Membership Meeting	January 17th	<a href="#"><u>City of Columbus 750 Piedmont</u></a>
March Membership Meeting	March 21st	<a href="#"><u>City of Columbus 750 Piedmont</u></a>
May Membership Meeting	May 16th	<a href="#"><u>City of Columbus Trans 1881 E 25th</u></a>
September Membership Meeting	September 19th	<a href="#"><u>City of Columbus Trans 1881 E 25th</u></a>
November Membership Meeting	November 14th	Luncheon - Confluence Park

***2007 Board of Trustee Meetings***  
***All Meeting Times are from 2:00 - 4:00***

***Location: City of Columbus,  
Dept. of Public Utilities***

***910 Dublin Road***

***Meeting Dates***

***January 18th***

***February 15th***

***March 15th***

***April 19th***

***May 17th***

***June 21st***

***July 19th***

***August 16th***

***September 20th***

***October 18th***

***November 15th***

***December 20th***

## CHAPTER EVENTS

MONTHLY BOARD OF TRUSTEES MEETINGS  
QUARTERLY GENERAL MEMBERSHIP MEETINGS  
ANNUAL LUNCHEON MEETING  
COMMITTEE (STANDING & AD HOC MEETINGS)  
EDUCATIONAL WEBINARS  
EDUCATIONAL SEMINARS  
REVERSE TRADE FAIR

## BASIC PARLIAMENTARY INFORMATION

Prepared by the Education Committee  
 National Association of Parliamentarians®  
 213 South Main Street, Independence, MO 64050-3850  
 (816) 833-3892



### RANKING MOTIONS

Motions are listed in the order of their precedence, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking motions, except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

	Interrupt	Second	Debate	Amend	Vote	Reconsider
# Fix the time to Which to Adjourn		S		A	M	R
* Adjourn		S			M	
# Recess		S		A	M	
Raise a Question of Privilege	I				+	
Call for the Orders of the Day	I				+	

### PRIVILEGED MOTIONS

# Fix the time to Which to Adjourn		S		A	M	R
* Adjourn		S			M	
# Recess		S		A	M	
Raise a Question of Privilege	I				+	
Call for the Orders of the Day	I				+	

### SUBSIDIARY MOTIONS

Lay on the Table		S			M	
Previous Question (close debate)		S			2/3	R
# Limit or Extend Limits of Debate		S		A	2/3	R
# Postpone to a Certain Time (or Definitely)		S	D	A	M	R
# Commit or Refer		S	D	A	M	R
# Amend		S	D*	A*	M	R
# Postpone Indefinitely		S	D		M	R*

### MAIN MOTION

#### MEANING OF SYMBOLS

- A — Can be amended.
- D — Is debatable.
- I — Is in order when another has the floor.
- M — Requires a majority vote (i.e., more than half the votes cast).
- R — The vote on this motion may be reconsidered.
- S — Requires a second.
- 2/3 — Requires a 2/3 vote (i.e., at least twice as many in the affirmative as in the negative.)
- + — Usually no vote is taken. The chair decides.
- # — A main motion when no other motion is pending.
- — No vote is taken. The chair responds.
- \* — See *Robert's Rules of Order Newly Revised, 1990* edition, for specific rule. Consult index and tinted pages for further information and page references.

### PROCEDURE FOR HANDLING A MAIN MOTION

- I. Obtaining and assigning the floor
  - A. Member rises and addresses chair.
  - B. Chair recognizes member.
- II. How the motion is brought before the assembly
  - A. Member makes motion.
  - B. Another member seconds motion.
  - C. Chair states motion.
- III. Consideration of the motion
  - A. Members debate motion.
  - B. Chair puts question and members vote.
  - C. Chair announces result of vote.

See next page for sample dialogue of proper procedure.

### PROCESSES OF AMENDING

1. To **insert** or to **add** (a word, consecutive words, or a paragraph)
2. To **strike out** (a word, consecutive words, or a paragraph)
3. To **strike out and insert** (which applies to words) or to **substitute** (which is not applied to anything less than a complete paragraph of one or more sentences)

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 First Edition 1980  
 Second Edition 1983

## NON-RANKING MOTIONS

	Interrupt	Second	Debate	Amend	Vote	Reconsider
<b>INCIDENTAL MOTIONS</b>						
Appeal	I	S	D*		M*	R
Close Nominations or Close the Polls		S		A	2/3	
Consideration by Paragraph or Seriatim		S		A	M	
Create a Blank		S			M	
Division of a Question		S*		A	M*	
Division of the Assembly	I				*	
Objection to the Consider- ation of a Question	*				2/3	*
Parliamentary Inquiry	I				—	
Point of Information	I				—	
Point of Order	I		*		+	
Reopen Nominations or the Polls		S		A	M	*
Request for Permission to to Withdraw a Motion	*	*			M	*
Suspend the Rules		S			2/3*	

### MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

Take from the Table		S			M	
**Rescind or Amend Some- thing Previously Adopted		S	D	A	*	*
**Discharge a Committee		S	D	A	*	*
Reconsider	*	S	D*		M	

\*\*—An incidental main motion which usually requires a majority vote with previous notice or a 2/3 vote without previous notice.

Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After being stated by the chair, it can be withdrawn or modified only by general consent or a majority vote of the assembly.

Hasty or ill-advised action can be corrected through the motion to reconsider. This motion can be made only by one who voted on the prevailing side and must be made on the same day or next succeeding day after the original vote was taken (not counting a day on which no business meeting is held during a session).

### PERTINENT FACTS

A **main motion** brings business before the assembly.

A **subsidiary motion** assists the assembly in treating or disposing of a main motion and sometimes of other motions.

A **privileged motion** deals with special matters of immediate importance. It does not relate to the pending business.

An **incidental motion** is related to the parliamentary situation in such a way that it must be decided before business can proceed.

### FORMS OF VOTING

A **voice vote** is the most commonly used form of voting.

A **rising vote** is the normal method of voting on motions requiring a two-thirds vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a division of the assembly.

A **show of hands** is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies or for a rising vote in very small assemblies if no member objects.

A **count** can be ordered by the chair or by a majority vote of the assembly.

**General consent** is a vote of silent agreement without a single objection.

A **ballot** or **roll call** vote can be ordered by a majority.

Rulings of the chair can be appealed.

## PROCEDURE FOR HANDLING A MAIN MOTION

- I. Obtaining and assigning the floor
  - A. A member rises when no one else has the floor and addresses the chair: "Mr./Madam President," "Mr./Madam Chairman," or by other proper title.
    1. In a large assembly, the member gives his name and identification.
    2. The member remains standing and awaits recognition by the chair.
  - B. The chair recognizes the member by announcing his name or title, or in a small assembly, by nodding to him.
- II. How the motion is brought before the assembly
  - A. The member makes the motion: "I move that (or "to") . . ." and resumes his seat.
  - B. Another member, without rising, seconds the motion: "I second the motion" or "I second it" or, even, "Second."
  - C. The chair states the question on the motion: "It is moved and seconded that (or "to") . . . Are you ready for the question?"
- III. Consideration of the motion
  - A. Members can debate the motion.
    1. Before speaking in debate, members obtain the floor as in I above.
    2. The maker of the motion has first right to the floor if he claims it promptly.
    3. All remarks must be addressed to the chair.
    4. Debate must be confined to the merits of the motion.
    5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.
  - B. The chair puts the question (puts it to vote).
    1. The chair asks: "Are you ready for the question?" If no one then rises to claim the floor, the chair proceeds to put the question.
    2. The chair says: "The question is on the adoption of the motion that (or "to") . . . As many as are in favor, say 'Aye'. (Pause for response) Those opposed, say 'No'." (Pause for response)
  - C. The chair announces the result of the vote.
    1. "The ayes have it, the motion is adopted, and . . . (indicating the effect of the vote or ordering its execution)." (or)
    2. "The noes have it and the motion is lost."

## THE CHAIR AND A SAMPLE ORDER OF BUSINESS

### Call to Order

The presiding officer, after determining that a quorum is present, rises, waits or signals for quiet, and says, "The meeting will come to order."

### Opening Ceremonies (religious, patriotic, ritualistic, etc. — optional)

"Please rise and remain standing for the invocation, which will be given by . . . , and the Pledge of Allegiance to the Flag of the United States of America, which will be led by . . ." (If given, the invocation, the national anthem, and the Pledge of Allegiance to the Flag of the United States of America are given in that order.)

### Roll Call (if customary)

"The Secretary will call the roll of officers (or "will call the roll")."

### Reading and Approval of Minutes

"The Secretary will read the minutes." (The presiding officer sits down.)

Except in the smallest of meetings, the secretary stands to read the minutes.

"Are there any corrections to the minutes?" (Pause)

"If there are no corrections, the minutes stand (or "are") approved as read."

With corrections: "If there is no objection, the Secretary will make the correction(s) . . ."

If there are no further corrections, the minutes stand (or "are") approved as corrected."

### Reports of Officers, Boards, and Standing Committees

"The next business in order is hearing reports of the officers, boards, and standing committees."

Officers and standing committees are called on in the order they are listed in the bylaws. The chair usually calls on only those who have reports to make.

In calling on the secretary: "Is there any correspondence?"

In calling on the treasurer: "May we have the Treasurer's report."

A treasurer's report is never adopted. An auditor's report, usually made annually, is adopted.

"The question is on the adoption of the Auditor's report. As many as are in favor, say 'Aye'. Those opposed say 'No'. The ayes have it and the Auditor's report is adopted."

An officer should not move the implementation of a recommendation in his report; another member can make such a motion following the officer's report.

The secretary or other reporting member of a board and the chairman or other reporting member of a committee, "on behalf of (or "by direction of") the board (or "the committee"), moves the adoption of the necessary motion to implement any recommendations the board or committee makes.

A motion arising out of an officer's, board's, or committee's report is taken up immediately.

**Reports of Special Committees** (announced only if there are such committees prepared or instructed to report)

"The next business in order is hearing reports of special committees. The committee appointed to . . . will now report."

Special committees are called on in the order in which they were appointed.

The reporting member (usually the chairman), "on behalf of (or "by direction of") the committee," moves the adoption of motions or resolutions in the report.

**Special Orders** (announced only if there are such items)

Unfinished special orders from the previous meeting and items made special orders for this meeting and not set for specific hours are taken up under this heading. Matters set by the bylaws for a particular meeting may be taken up.

"The next business in order is the consideration of special orders. At the previous meeting, the motion relating to . . . was postponed to this meeting and made a special order. The question is on the motion that . . . Are you ready for the question?"

"The Secretary will read from the bylaws Article \_\_\_\_\_, Section \_\_\_\_\_ concerning the election of a Nominating Committee."

**Unfinished Business and General Orders** (announced only if there are such items.)

Any questions previously introduced and not finished or any postponed to the present meeting are under this heading.

"Under *Unfinished Business and General Orders*, the first item of business is the motion relating to . . . that was pending when the previous meeting adjourned. The question is on the adoption of the motion that . . . Are you ready for the question?"

"The next item of business is the motion relating to . . . that was postponed to this meeting. The question is on the adoption of the motion that . . . Are you ready for the question?"

**New Business**

"Is there any new business?"

"Is there any further new business?"

**Announcements**

"The chair has the following announcements . . . Are there other announcements?"

**Program**

The chair does not "turn the meeting over" but announces "The Program Committee will now present the program" or ". . . will introduce our speaker."

**Adjournment**

"Is there any further business? (Pause) Since there is no further business, the meeting is adjourned." (or)

"A motion to adjourn is in order."

In announcing an affirmative vote: "The ayes seem to have it. (Pause) The ayes have it and the meeting is adjourned." (A single rap of the gavel may be used.)

# CHAPTER 6

PROFESSIONAL DEVELOPMENT.

PROFESSIONAL DEVELOPMENT ASSISTANCE (PDA)  
PROGRAM  
EDUCATION  
PROFESSIONAL CERTIFICATION  
WEBINARS

## I. PROFESSIONAL DEVELOPMENT

The contracting processes utilized by CO-OPP members are very complex and require significant effort on the part of all staff. Two (2) elements of this effort, continuing education and training, are key factors to maintaining this functionality. CO-OPP supports, and many instances, will sponsor a variety of programs to promote the professional development of its membership, which include but are not limited to:

- a. Professional certification.
- b. NIGP sanctioned educational classes.
- c. Webinars.

## II. PROFESSIONAL CERTIFICATION

CO-OPP members are encouraged to attain professional certification offered by the Universal Public Purchasing Certification Council (UPPCC) and administered through the Institute for Public Procurement (NIGP). Two levels are offered; Certified Professional Public Buyer (CPPB) and Certified Public Purchasing Officer (CPPO). Certification involves extensive education and training in all facets of the purchasing process and is effective for a period of five (5) years at which time the member must apply for re-certification.

The UPPCC has established criteria upon which the certified professional may earn points toward re-certification. These criteria include, but are not limited to; involvement in NIGP, National Association of State Procurement Officials (NASPO), local procurement organizations (i.e., Central Ohio Organization of Public Purchasers (CO-OPP), attendance at conferences and organization meetings, attending NIGP sanctioned training courses and receiving professional recognition or awards. The member must have accrued a minimum number of points within a five (5) year period to qualify for re-certification. A complete breakdown of the certification process is described in the UPPCC Certification Handbook (See Appendix).

## III. EDUCATIONAL CLASSES

CO-OPP works very closely with NIGP and UPPCC to develop an educational curriculum to assist members with their professional development. Most courses are sanctioned by UPPCC and may be used by members to earn points for professional certification. Other types of courses, which have not been sanctioned by UPPCC, may be offered to further the professional development of the members. Educational courses offered by CO-OPP in 2007 and 2008 include:

- a. Contract Administration
- b. Developing and Managing RFPs
- c. Introduction to Public Procurement
- d. Legal Aspects of Public Purchasing
- e. Planning, Scheduling and Requirement Analysis
- f. Sourcing in the Public Sector
- g. World Class Procurement Practices
- h. CPPB Review: Preparing for the CPPB Exam (1 Day Class)

## IV. WEBINARS

CO-OPP may host webinars offered by NIGP. A webinar involves the use of computers and telephone conferencing and enables the members to remain at their office or other central location. The trainer may be located out-of-state, members will use their computer and telephone to connect to the session. CO-OPP hosted the following webinars in 2007 and 2008:

- a. Responsible Green Purchasing: Top Ten Tricks of the Trade
- b. Negotiation Basics
- c. Life Cycle Costing and Your Agency
- d. Preparing for the CPPB Written Exam – What to Expect



## PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAM

### PURPOSE.

The Central Ohio Organization of Public Purchasers (CO-OPP) established a Professional Development Assistance Program for the purpose of providing funds to individual CO-OPP members who are interested in furthering the development of their purchasing skills and professionalism. Funds from CO-OPP's Professional Development Assistance Program (PDA) are available to supplement other funding sources available to members. Applicants should exhaust all other sources of funding before requesting PDA funds.

### PROGRAM ADMINISTRATION.

The PDA committee, as established by the CO-OPP Code of Regulations, administers this program.

- a. The chairperson of the committee will determine when the committee meets.
- b. The PDA committee members will review and make determination of award based on a majority vote. Determination will be made within three (3) weeks after the PDA committee chair receives the application and all supporting documents.
- c. The PDA committee will review each PDA application based on the date of submittal.
- d. The PDA committee chair will notify applicants of the committee's decision.

### PROGRAM POLICIES.

- a. Requests for assistance will not be considered unless accompanied by a completed PDA application.
- b. Assistance will be available for the following events and ancillary costs:
  - 1) Seminars (procurement related workshops and educational courses).
  - 2) Conference costs (purchasing related events).
  - 3) UPPCC certification and recertification costs.
  - 4) Attendance at Board meetings for Board members (NIGP, UPPCC).
- c. The number of awards per year will be based on available funds approved in each year's budget.
- d. The amount of total assistance available to a member in a twelve (12) month period will be based upon a point system.
  - 1) Points will be considered for member's activities during the preceding twelve (12)-months.
  - 2) Evidence or supporting documentation of points earned may be requested, by the committee, as part of the review of the application. Review of application will not continue until requested evidence or documentation is submitted to the committee chair.
  - 3) Only the points shown on the application will be used in the evaluation of available funds for award.
  - 4) Calculation of points will only be for accomplishments within the twelve (12) months immediately preceding the application (with the exception of points for certification of CPPB, CPPO, and C.P.M.).
  - 5) Points are nontransferable.
- e. Multiple PDA applications may be submitted for separate events provided total funding awarded in twelve (12) consecutive months does not exceed the funds available to the member based on the point system.
- f. Although PDA applications may be submitted for consideration anytime, PDA applications will be considered for future events only.
- g. Awarded funds may only be used for the specific event listed on the PDA application. In cases where an event is canceled the applicant may reapply for funds not used due to cancellation.
- h. Awarded funds are not transferable.
- i. Failure to use awarded funds shall result in forfeiting the individual rights to the awarded funds (exception due to extenuating circumstances will be at the discretion of the committee).
- j. Applicant will be reimbursed when proof of attendance at the approved event is submitted and accepted by the committee. Ancillary costs will be reimbursed in accordance with CO-OPP travel policy in effect at the time the PDA application is approved.

**QUALIFICATIONS.**

- a. Applicant must have been a CO-OPP member for twelve (12) months prior to the date a PDA application is submitted.
- b. Applicant must be a CO-OPP member in good standing at the time of application and at the time of reimbursement. A member in good standing is:
  - 1) Attended minimum of two (2) CO-OPP General Membership meetings within the twelve (12) months prior to submitting the PDA application.
  - 2) Membership dues are paid.
  - 3) Member participates in at least one (1) standing committee.
- c. Total available funding assistance for each member in a twelve (12) month period is based on the following point system:

<b>Points Accrued</b>	<b>Total Available Funds in a 12 month period</b>
0 – 2	\$250
3 – 4	\$350
5 – 7	\$500
8 – 10	\$600
11 +	\$750

- d. Points are available as follows:

<b>Activity</b>	<b>Possible points in a 12 month period</b>
NIGP National Member	1
NIGP or UPPCC Board or Committee Member	2
CO-OPP Officer	3
CO-OPP Board Member	2
CO-OPP Committee Chair	2
CO-OPP Committee Assistant-Chair	1
CO-OPP Committee Member on more than one committee	1
Certification (CPPO, CPPB, CPM)	2
Attendance at CO-OPP Educational & Product Expo	1
Worked on a Committee for a CO-OPP Sponsored Event	2
Worked on CO-OPP Special Project	1
Teach NIGP Sponsored Class	3
Submit/Publish an Article in an NIGP publication	2
Submit/Publish an Article in the CO-OPP Newsletter	1
Sponsor a New Member in the CO-OPP Chapter	1
Program Presenter at a CO-OPP Membership Meeting	1
Attendance at four (4) CO-OPP General Membership Meetings	1

**APPLICATION.**

- a. Applicant must submit a complete PDA application and include any required attachments or support documentation. Failure to do so may result in disqualification. Clarifications may be requested.
- b. Completed PDA application should be submitted as early as possible prior to the date of the scheduled event for which funds are being requested but not earlier than six (6) months prior to event.

Rev. 1/6/08

# CHAPTER 7

## COMMUNICATIONS.

CO-OPP ELECTRONIC MAIL (E-MAIL)/  
COMMUNICATIONS

CO-OPP SURVEYS

CO-OPP WEB SITE

CO-OPP NEWSLETTERS

CO-OPP LISTSERV

# CO-OPP ELECTRONIC MAIL (E-MAIL)/ COMMUNICATIONS

Sending e-mail using the CO-OPP mail address:

Web site address <http://coopp.org:3001/cgi-bin/webmail?index=1>

User ID = [coopp@coopp.org](mailto:coopp@coopp.org)

Password = procurement

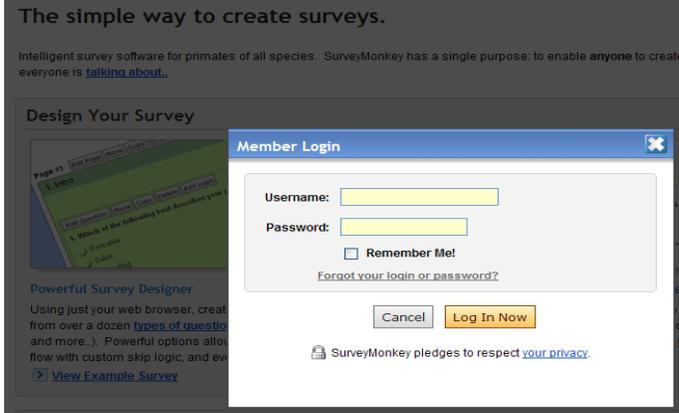
## SURVEY PROCEDURES

### SURVEY MONKEY PROCEDURES.

Here is the link: <http://www.surveymonkey.com/>

The screenshot shows the SurveyMonkey.com homepage. At the top, the logo reads "SurveyMonkey.com because knowledge is everything". A navigation bar includes "Home", "Create Survey", "My Surveys", "Address Book", "Join Now for Free", and "Help Center". On the left, a sidebar contains sections: "Already a Member?" with a "Member Login" button; "Want to Join?" with a "Join Now for Free!" button; "Learn More..." with buttons for "Feature Highlights", "Video Tutorials", "10 Reasons Why", "Pricing", and "Testimonials"; and "June Updates!" with a paragraph of text and a "CERTIFIED ACCESSIBILITY RAMP" logo. The main content area features the headline "The simple way to create surveys." with a "Join Now for Free!" button. Below this is a section titled "Design Your Survey" with two sub-sections: "Powerful Survey Designer" (showing a survey editor interface) and "Complete Creative Control" (showing a theme editor interface). The next section is "Collect Responses" with two sub-sections: "Pick Your Collection Method" (showing a survey collection interface) and "Have Us Send Your Survey" (showing an email list management interface).

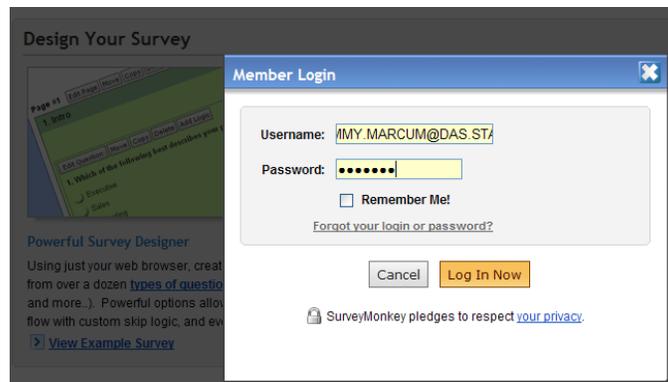
Click on "Member Login"



Enter the following information:

Username is: tammy.marcum@das.state.oh.us

Password is: procure



Click on “Log in now”

## Click on "Create a Survey"

The screenshot shows the SurveyMonkey.com interface. At the top, the logo and tagline "because knowledge is everything" are on the left, and the user is logged in as "tammy.marcum@das.state.oh.us" on the right. A navigation bar includes "Home", "Create Survey", "My Surveys", "Address Book", "My Account", and "Help Center". A left sidebar contains buttons for "Account Summary", "Billing", "Transfer Survey", and "Event Log". The main content area is titled "Account Summary" and is divided into three sections: "Account Details" (Account Type: Basic (Free) with an "Upgrade to Professional Account" button), "Login Settings" (User Name, Password, and Contact Email, each with an "edit" button), and "Preferences" (Newsletter: Not Subscribed and Time Zone: (GMT-08:00) Pacific Time (US & Canada), each with an "edit" button). At the bottom, there are links for "Terms of Use", "Privacy Statement", "Opt Out/Opt In", and "Contact Us", along with a copyright notice for 1999-2008.

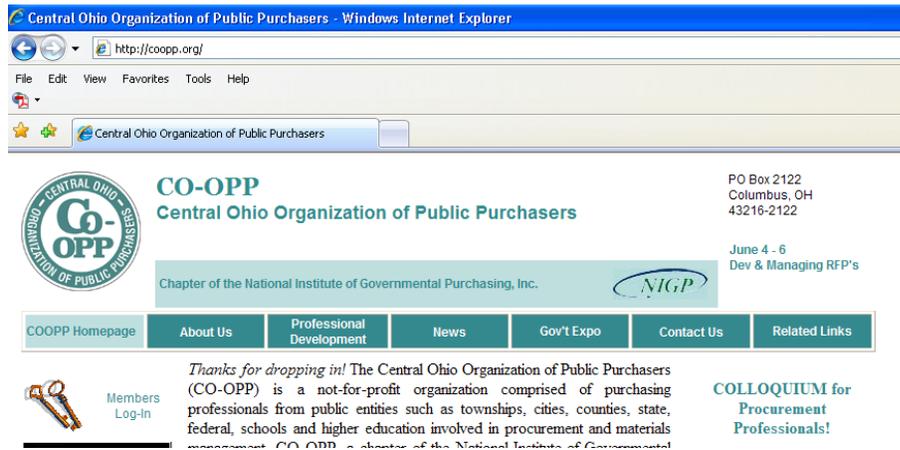
## Choose from the many options the survey tool has to offer.

The screenshot shows the "Create a New Survey" page on SurveyMonkey.com. The user is logged in as "tammy.marcum@das.state.oh.us". A message at the top states: "You have a basic account. To remove the limits of a basic account, including unlimited questions, [upgrade now!](#)". The main heading is "Create a New Survey" with a sub-heading "How Would You Like to Create a New Survey?". There are three radio button options: "Copy an existing survey" (with a dropdown menu showing "--Select an Existing Survey--"), "Use a survey template (disabled)" (with a yellow box stating "Please [upgrade](#) to a professional account to enable this feature."), and "Create a new survey from scratch" (which is selected). Below this is a section "Enter a Title for this Survey:" with a text input field for "Title:" (with a "(max 100 characters)" note) and "Cancel" and "Create Survey >>" buttons. At the bottom, there are links for "Terms of Use", "Privacy Statement", "Opt Out/Opt In", and "Contact Us", along with a copyright notice for 1999-2008.

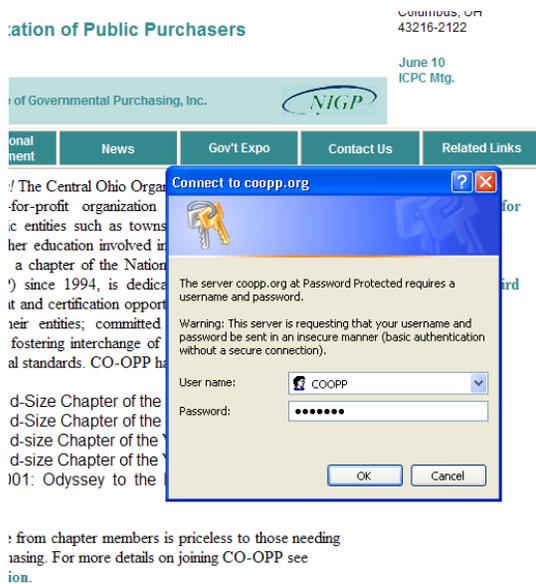
# WEB SITE

The CO-OPP Web site can be found at the following link:

<http://.coopp.org/>



Click on “Members Log-In”



Enter the following information:

Username is: COOPP  
Password is: members

## NEWSLETTERS

- I. CO-OPP currently publishes two (2) organizational newsletters:
  - a. *The Procurement Edge*.
  - b. *The Early Bird*.
  
- II. Newsletter submission deadlines are as follows:
  - a. Standard Deadline For Submission: The 20th of every month prior to the release of the newsletter.
  - b. *The Procurement Edge* is published in the months of General Membership meetings (January, March, May, September, and November).
  - c. *The Early Bird* is published monthly, in the months which the General Membership does not meet (February, April, June, July, August, October, and December).
  
- III. Publication dates are listed below:

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>Procurement Edge</b>	<b>Early Bird</b>	<b>Procurement Edge</b>	<b>Early Bird</b>	<b>Procurement Edge</b>	<b>Early Bird</b>
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>Early Bird</b>	<b>Early Bird</b>	<b>Procurement Edge</b>	<b>Early Bird</b>	<b>Procurement Edge</b>	<b>Early Bird</b>

- IV. Publication printings: On or before the end of the first week of each month. After the 15th, all correspondence and submissions should be directed to Steve Sammons directly (645-5951 or [SWSammons@columbus.gov](mailto:SWSammons@columbus.gov) ).

All members are welcomed and encouraged to submit newsletter articles.

## LISTSERV APPLICATIONS

# CHAPTER 8

## CONFERENCES & TRAVEL

CONFERENCES

TRAVEL

NATIONAL BOARD/COMMITTEE REPRESENTATION  
AND SUPPORT PROGRAM (NBCRSP)

# CONFERENCES

## TRAVEL

Members shall adopt the CO-OPP Travel Policy as last approved by the Board of Trustees and subsequently published in the Code of Regulations to be voted on and approved by the General Membership.



## National Board/Committee Representation and Support Program

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### I. PURPOSE.

The Central Ohio Organization of Public Purchasers (CO-OPP) established a National Board/Committee Representation and Support Program for the purpose of providing reimbursement funds to individual CO-OPP members who are interested in furthering the development of their leadership in the profession, and furthering the profession. Funds from CO-OPP's National Board/Committee Representation and Support Program (NBCRSP) are available to supplement other funding sources available to members. Applicants should exhaust all other sources of funding before requesting reimbursement from NBCRSP funds.

### II. NBCRSP PROGRAM ADMINISTRATION.

The Professional Development Assistance Committee (PDA) administers the eligibility part of the NBCRSP Program. The Budget for this purpose is established in accordance with the Code of Regulations.

- a. The chairperson of the committee will determine when the committee meets.
- b. The PDA committee members will review and make determination of eligibility based on the required qualifications. Determination will be made at the time of application and all supporting documentation by the PDA committee chair.
- c. The PDA committee will review each NBCRSP application for eligibility
- d. based on the date of submittal.
- e. The PDA committee chair will notify applicants of the committee's decision.
- f. The PDA may recommend a change in the maximum amount of reimbursement for this purpose in concert with other budget recommendations.

### III. NBCRSP PROGRAM POLICIES.

- a. The request for support shall consist of an NCRSP application and a copy of the letter appointing the eligible CO-OPP member to a NIGP or UPPCC National Board or Committee. As the cycles for National budgets and Chapter budgets do not necessarily coincide, the request for support through the NCRSP must be made twice in one's appointment to the national board/committee.
- b. Financial Support will be available for the following events and ancillary costs, not to exceed \$600 per person per meeting and \$1800 per person per year:
  - 1) NIGP National Committee Meeting(s) attendance per year
  - 2) NIGP National Board Meeting(s) attendance
  - 3) UPPCC National Meeting(s) attendance
- c. Amount of support available will be based on funds approved for this purpose in each year's budget.
- d. Although NBCRSP application may be submitted for consideration anytime, NBCRSP application will be considered for future events only.
- e. Awarded funds may only be used for the specific events listed above during the service period. In cases where an event is canceled the applicant may NOT apply the funding for another purpose.
- f. Awarded funds are not transferable.
- g. Failure to use awarded funds shall result in forfeiting the individual rights to the awarded funds (exception due to extenuating circumstances will be at the discretion of the committee).
- h. Applicant will be reimbursed when their reporting\* responsibility is met, proof of attendance at the approved event is submitted, and both are accepted by the committee. Ancillary costs will be reimbursed in accordance with CO-OPP travel policy in effect at the time the NBCRSP application is approved.

Reporting Requirements: \*Applicant must provide a written report of the Board or Committee to which they are appointed, current proceedings (not the minutes) as an article for the immediately following Procurement Edge newsletter, highlighting the issues and actions of the committee. The Applicant must also solicit input from the CO-OPP to consider when working within their board/committee responsibilities.

#### IV. QUALIFICATIONS.

- a. Applicant must have been a CO-OPP member for twelve months prior to the date a NBCRSP application is submitted.
- b. Applicant must be a CO-OPP member in good standing at the time of application and at the time of reimbursement. A member in good standing is:
  - 1) Attended minimum of two (2) CO-OPP General Membership meetings within the twelve months prior to submitting the NBCRSP application.
  - 2) Membership dues are paid.
  - 3) Member actively participates in at least one (1) standing or special committee.
  - 4) CO-OPP membership has not been revoked, suspended or terminated by the Board of Trustees.
- c. Applicant must be officially appointed to the National Board/Committee as a voting member.

#### V. APPLICATION.

- a. Applicant must submit a complete NBCRSP application and include any support documentation. Failure to do so may result in disqualification. Clarifications may be requested.
- b. Completed NBCRSP applications should be submitted as early as possible prior to the date of the appointment to a board/committee for which funds are being requested but not earlier than six (6) months prior to event.

(Adopted by the Board on 12/20/2007)

# CHAPTER 9

## COOPERATIVE PURCHASING.

LOCAL - CO-OPP

STATE - NASPO

ICPC, COOPERATIVE PURCHASING AT LOCAL  
LEVEL

NASPO, COOPERATIVE PURCHASING AT THE  
NATIONAL LEVEL

LOCAL – CO-OPP

STATE – NASPO

# CHAPTER 10

## AWARDS RECOGNITION PROGRAMS. CO-OPP MEMBER AWARD RECIPIENTS NIGP AWARDS

THE OUTSTANDING AGENCY ACCREDITATION ACHIEVEMENT AWARD  
ACCREDITATION – PARETO AWARD  
BEST PRACTICES  
INNOVATIONS IN PUBLIC PROCUREMENT  
NPI'S ACHIEVEMENT OF EXCELLENCE (AEP)  
CHAPTER AWARDS  
CHAPTER OF THE YEAR  
CHAPTER HONORS

## INDIVIDUAL AWARDS

ALBERT H. HALL MEMORIAL AWARD  
ANNE DEATHERAGE MERITORIOUS SERVICE AWARD  
BUYER OF THE YEAR.  
DISTINGUISHED SERVICE AWARDS (DSA)  
ETHICS ESSAY  
IFPSM'S HANS OVELGÖNNE - PURCHASING RESEARCH AWARD  
IFPSM'S LEWIS E. SPANGLER PURCHASING PROFESSIONAL AWARD  
MANAGER OF THE YEAR  
NIGP PRESIDENT'S SPECIAL AWARDS

## IFPSM AWARDS

GARNER-THÉMOIN AWARD  
HANS OVELGÖNNE - PURCHASING RESEARCH AWARD  
LEWIS E. SPANGLER - PURCHASING PROFESSIONAL AWARD  
MAPLE LEAF AWARD  
NASPO AWARDS

# NATIONAL PROGRAMS

## I. CO-OPP MEMBER AWARDEES

<u>AWARDING ENTITY</u>	<u>NAME OF AWARD</u>	<u>RECIPIENT</u>	<u>DATE</u>
NASPO	CRONIN- GOLD MEDAL	DAS/GSD/OPS (DANA KING)	09/08
NIGP	BUYER OF THE YEAR	GAYLE BLANKENSHIP	07/08
NIGP	MANAGER OF THE YEAR	BARBARA JOHNSON	07/08
NIGP	NIGP RE-ACCREDITATION	DAS/GSD/OPS	01/08
NIGP	BUYER OF THE YEAR	PARSHOTAM LAL CHANNA	08/07
NIGP	BUYER OF THE YEAR	CAROL CLINGMAN	08/06
NIGP	NIGP ACCREDITATION	DAS/GSD/OPS	2004
NIGP	BUYER OF THE YEAR	JACK YOST	?

## II. THE FOLLOWING AWARDS ARE CURRENTLY RECOGNIZED BY THE NIGP:

- a. THE OUTSTANDING AGENCY ACCREDITATION ACHIEVEMENT AWARD. The Outstanding Agency Accreditation Achievement AWARD recognizes those agencies that lead the public procurement profession. The Program is designed to be a self-evaluation process based on the Agency Accreditation Criteria Form. Agencies meeting the minimum requirements will receive an achievement certificate. Accreditation certification is valid for three (3) years at which time the agency will be required to re-accredit.
  
- b. ACCREDITATION – PARETO. The Pareto Award is the highest award that can be given for outstanding performance in public procurement and is the most prestigious form of peer recognition. The Pareto Award includes a rigorous review consisting of a self-study and an on-site assessment and evaluation conducted by a Peer Reviewer or a Peer Review Team.
- c. BEST PRACTICES. The Best Practices (formerly Robin J. Zee Presidential Citation for Excellence and Outstanding Achievement) recognizes NIGP member agencies that have enacted policies or practices that have enhanced the efficiency and effectiveness of their agency.
- d. INNOVATIONS IN PUBLIC PROCUREMENT. NIGP's newest Innovations Award will be presented to leading public agencies that have developed cutting-edge, non-standard, forward thinking approaches for the procurement profession, particularly through innovative practices related to technology, communications, and community outreach. Recipients of the Innovations Award will receive recognition through NIGP's e-Zine The Source and during the Annual Business and Awards Luncheon at Forum. Awards will be given within four (4) agency categories: states and provinces; cities, counties and municipalities; educational entities; and special districts.
- e. NPI'S ACHIEVEMENT OF EXCELLENCE (AEP). In a historic opportunity to support the public procurement profession, NIGP joined with the Florida Association of Public Procurement (FAPPO), the California Association of Public Procurement (CAPPO), and the Institute for Supply Management (ISM) as an official sponsor of the AEP Award founded by the National Purchasing Institute (NPI) in 1995. The Program was created by NPI to:
  - ▶ 1) Recognize organizational excellence in public and no-profit procurement.
  - ▶ 2) Encourage development of excellence.
  - ▶ 3) Provide benchmarks for continued excellence.
  - ▶ 4) Increase awareness of public procurement as a profession.

### III. CHAPTER AWARDS

- a. CHAPTER OF THE YEAR. Recognizing the Efforts and Results of Meaningful Chapter Activities in Pursuit of Excellence in Public Procurement
- b. CHAPTER HONORS. The Institute for Public Procurement (NIGP) sponsors an annual awards program to recognize outstanding achievement by NIGP Chapters and Chapter members. The Chapter award program is divided into two (2) categories, individual contributions and Chapter contributions. NIGP chapters are encouraged to apply for awards based on Service to the Profession, Service to the Institute, Membership Recruitment, Chapter member services and overall operations.

The submission deadline for is generally in April of each year.

### IV. INDIVIDUAL AWARDS

- a. ALBERT H. HALL MEMORIAL AWARD. The NIGP Board of Directors established the Albert H. Hall Award in 1977 (replacing the NIGP Fellow Award) as the highest form of recognition offered by the Institute. The purpose of this award is to recognize a former or present member who has made outstanding contributions to NIGP over an extended period of time. Established in 1977, the Institute named the award in honor of NIGP's founder, Albert H. Hall, who served as the organization's first Executive Vice President from 1944 to 1975.
- b. ANNE DEATHERAGE MERITORIOUS SERVICE AWARD. Current public purchasing officials, retired or former public purchasing officials, NIGP staff members, or other individuals in the private sector who have dedicated their career to advancing the public purchasing profession through volunteer service are encouraged to apply for this award. Established in 2005, this award is named in honor of NIGP's Deputy Chief Executive Officer, Anne Deatherage, who served the Institute in a variety of leadership capacities from 1972 to 2005.
- c. BUYER OF THE YEAR & MANAGER OF THE YEAR. Studies have shown that recognition of one's efforts by their peers is another step toward professional development. The procurement processes are very complicated and difficult to manage. Individuals must invest significant time and effort to learn these processes and implement them in accordance with existing laws and procedures. What better form of acknowledgment of one's accomplishments and contributions than recognition by your peers. CO-OPP supports and sponsors personal recognition for buyers and managers. The selected individuals are then eligible to compete for national recognition at the NIGP Annual Forum (see Chapter 10). To qualify for this recognition, the member must complete an application form and provide certain information to describe their accomplishments and contributions. A committee of CO-OPP members will then evaluate all candidates and present their findings to the Board of Trustees. The Board will then vote as to who will be the Manager or Buyer of the year. Applications for this recognition are available in the Appendices.

Individual purchasing professionals at all levels of public procurement are encouraged to apply for the Buyer of the Year Award based on significant contributions to the advancement of the purchasing profession and professional development as demonstrated by the criteria outlined in the award entry form. Candidates for the Buyer of the Year Award are selected from nominations submitted by NIGP Chapter affiliates or individuals. Nominees must be actively employed in public procurement. The definition of Buyer is limited to those professional public buyers who have little or no supervisory or management responsibilities in the organization. Award winners are announced and recognized at the NIGP Annual Forum and notified by mail.

- d. DISTINGUISHED SERVICE AWARDS (DSA). The NIGP Board of Directors established the Distinguished Service Award (DSA) in 1950 as the second highest form of recognition offered by the Institute. The purpose of this award is to recognize individuals who have provided extraordinary service to their government entity, the community, the Institute or the purchasing profession.
- e. DIVERSITY ESSAY. The NIGP Diversity Committee and the Board of Directors initiated a Diversity Essay contest in 1999. Diversity Essay Contest topics include:

Respect and Acceptance in a Diverse Environment: What Do You Do to Help Make It A Reality?  
 A Leadership Challenge: Communicating with a Diverse Workforce - Communicating Through Actions  
 Moving Beyond Diversity as an Issue  
 Managing Diversity in the Public Sector - "The Horn of Plenty"  
 What Does Diversity Mean to Me  
 Diversity - How Do We Meet Our Multi-Cultural Challenges

- f. ETHICS ESSAY. NIGP initiated an Annual Ethics Essay contest in 1997. Ethics Essay Contest topics include:

Unethical Conduct Could Reflect Not Only on the Agency but also Yourself  
 Nine Rules of Ethical Swimming in a Political Shark Tank  
 A Christmas Ethics Carol  
 Who's the Problem?  
 A Procurement Manager's Ethical Nightmare  
 E-Commerce - Dilemmas and Opportunities  
 Blame it on Rio - What Would You Do?

- g. IFPSM'S HANS OVELGÖNNE - PURCHASING RESEARCH AWARD. Presented annually to one (1) or two (2) individuals from universities, private companies and associations, who have made an outstanding contribution to the development of Purchasing and Supply Management through their professional research and development studies and programs.
- h. IFPSM'S LEWIS E. SPANGLER PURCHASING PROFESSIONAL AWARD. Established in 2000 by International Federation of Purchasing and Supply Management as an international recognition of individuals for outstanding achievement in the development of purchasing systems.
- i. MANAGER OF THE YEAR. Individual purchasing professionals at all levels of public procurement are encouraged to apply for the Manager of the Year Award based on significant contributions to the advancement of the purchasing profession and professional development as demonstrated by the criteria outlined in the award entry form. Candidates for the Manager of the Year Award are selected from nominations submitted by NIGP Chapter affiliates or individuals. Nominees must be actively employed in public procurement. The definition of Manager is limited to those public professionals who have supervisory and/or management responsibilities in the organization. Award winners will be announced and recognized at the NIGP Annual Forum and notified by mail.

V. NIGP PRESIDENT'S SPECIAL AWARDS. Beginning in 2004, the incoming NIGP President recognized NIGP members for exemplary service to the public purchasing profession and the members of NIGP by presenting discretionary awards of recognition.

Award	Awardees	Agency Name, City, State	Award Year
Silent Partner	Opal Dick, CPPO	City of Fort Collins, CO	2004
Silent Partner	Bennie Shivers, CPPO, CPPB	City of Kansas City, MO	2004
Presidential Citation for Superior Contributions	Willard Walton, Jr., CPPO	Retired, DC Office of Contracting & Procurement	2005
Spirit of NIGP	Shafiq Choudhary, CPPB, CPM	DC Office of Contracting & Procurement	2006
Spirit of NIGP	Russell	FL Department of Management	2006

	Rothman, CPPO	Services	
Spirit of NIGP	E. Ray Burnett II, CPPO	City of Kansas City, Kansas City, MO	2007
Spirit of NIGP	Ronald L. Watkins, CPPO	Retired - City of Grand Junction, Loveland, CO	2007
Spirit of NIGP	Patricia A. Huth, CPPO, CPPB	Naperville, IL	2007

## VI..IFPSM AWARDS

ABOUT IFPSM. The International Federation of Purchasing and Supply Management (IFPSM) is the union of 42 National and Regional Purchasing Associations worldwide, representing approximately 200,000 purchasing professionals. IFPSM is a non-political, independent and non-profit oriented International Organization, registered in Aarau, Switzerland.

IFPSM facilitates the development and distribution of knowledge to elevate and advance the procurement profession, thus favorably impacting the standard of living of citizens worldwide through improved business practices. The term procurement is taken to embrace purchasing, materials management, logistics, supply chain management and strategic sourcing.

Each year, IFPSM awards three (3) unique awards that recognize outstanding individual contributions to the purchasing profession.

- a. GARNER-THÈMOIN AWARD. The Garner Thermoïn Award is presented to an individual in recognition of his or her modest, unselfish, sincere, and persistent efforts to further the advancement of Purchasing, Supply Management and Logistics profession; and whose able assistance and guidance to purchasing agents in their endeavors.
- b. HANS OVELGÖNNE - PURCHASING RESEARCH AWARD. The Hans Ovelgonne Award is presented to universities, private companies and associations that have made an outstanding contribution to the development of Purchasing and Supply Management through their professional research and development studies and programs.
- c. LEWIS E. SPANGLER - PURCHASING PROFESSIONAL AWARD. The Lewis E. Spangler Purchasing Professional Award recognizes the recipient's commitment to the profession of purchasing, materials management and logistics, as reflected through their positive contribution to the bottom line of their company or association and to the development of their colleagues through contribution to the profession's education and training programs.
- d. MAPLE LEAF AWARD. The Maple Leaf Award is presented in conjunction with an annual competition amongst authors who have written actual and future oriented papers concerning the Materials Management profession and its development.

Click here for [Nomination Forms](#) or for more history regarding these awards, [visit IFPSM's Awards](#).

## VII. NASPO AWARDS

CRONIN. The annual NASPO Cronin Awards for Procurement Excellence program seeks to recognize outstanding public procurement initiatives and promote the adoption of these ideas and practices throughout the states.

The NASPO Awards Committee selects up to three (3) programs to receive the Gold, Silver, and Bronze awards. NASPO produces a summary of the award winning programs and distribute copies to all attendees at the annual conference. Electronic copies of the publication are posted to the NASPO Web site. Award winners are also be publicized in a press release and in letters to their governor and state administration executives.

CRITERIA. The following criteria are used to judge each entry:

- 1) Innovation (*30 points*) - unusual or unique approach, scale, or magnitude of effort; conceptual originality
- 2) Transferability (*25 points*) - practical ability by other states to replicate or use as a benchmark, considering expected resources required and generality of the legal or structural environment in which the entry was implemented
- 3) Service Improvement (*25 points*) - extent to which transactions or service delivery is made more effective; involvement of agencies/users in development & implementation of program or project
- 4) Cost Reduction (*20 points*) - validated or potential for cost reduction, including considerations of efficiency

ELIGIBILITY. There is no defined period in which an initiative must have been implemented, except that sufficient data must be available to document the benefits and/or potential benefits realized. Each state or territory may submit up to three entries.

SUBMISSION GUIDELINES. All nominations must be submitted in electronic form and should include the following elements:

- 1) Completed nomination form
- 2) One (1) page executive summary of the nominated program suitable for posting on the NASPO Web site.
- 3) Three-(3) page description of how the program has improved the operation and/or efficiency of state government and meets the criteria listed above.

Nominations may also include selected supporting documentation or other written materials that showcase the initiative. However, the supporting documentation will not be independently evaluated, and nominations must clearly incorporate the material in the program description. To submit a nomination, go to:

<https://www.amrms.com/ssl/naspo/secure/2008CroninNominations.cfm>

# APPENDICES

A – CHAPTER LEADERSHIP

B – CHAPTER MEMBERSHIP

C – DEFINITIONS & ACRONYMS

D – CO-OPP CODE OF REGULATIONS

E – GENERAL POLICIES & PROCEDURES

F – FORMS

G – LOGOS

H – UPPCC HANDBOOK/INFORMATION

I – NIGP CODE OF REGULATIONS/BYLAWS/POLICY

.

# APPENDIX A

## CHAPTER LEADERSHIP



**CENTRAL OHIO ORGANIZATION OF PUBLIC PURCHASERS  
(CO-OPP)  
2007 - 2008 BOARD OF TRUSTEES**

**PRESIDENT**

Mark D. Hutchison, CPPO, CPPB, C.P.M.  
State of Ohio, Office of State Purchasing  
4200 Surface Road  
Columbus, OH 43228-1395  
Voice: (614) 466-2375  
Fax: (614) 466-7525  
E-mail: [Mark.Hutchison@das.state.oh.us](mailto:Mark.Hutchison@das.state.oh.us)

**VICE PRESIDENT**

Joe A. Lombardi, CPPO, CPPB  
City of Columbus, Department of Public Utilities  
910 Dublin Rd., 3<sup>rd</sup> Floor  
Columbus, OH 43215  
Voice: (614) 645-6031  
Fax: (614) 645-5424  
E-mail: [JALombardi@columbus.gov](mailto:JALombardi@columbus.gov)

**PAST-PRESIDENT**

R. Fred Myers, CPPO, CPPB  
City of Columbus, Purchasing Office  
50 W Gay Street  
Columbus, OH 43215  
Voice: (614) 645-8518  
Fax: (614) 645-7051  
E-mail: [RFMyers@columbus.gov](mailto:RFMyers@columbus.gov)

**TREASURER**

Carol S. Clingman, CPPB  
State of Ohio, Office of State Purchasing  
4200 Surface Road  
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Voice: (614) 752-0032  
Fax: (614) 644-1785  
E-mail: [Carol.Clingman@das.state.oh.us](mailto:Carol.Clingman@das.state.oh.us)

**SECRETARY**

Dana L. King, CPPB  
State of Ohio, Office of State Purchasing  
4200 Surface Road  
Columbus, OH 43228-1395  
Voice: (614) 644-1788  
Fax: (614) 644-1785  
E-mail: [Dana.King@das.state.oh.us](mailto:Dana.King@das.state.oh.us)

**MEMBER AT LARGE**

Stephen A. Hunter, CPPO  
State of Ohio, Office of State Procurement  
4200 Surface Road  
Columbus, OH 43228-1395  
Voice: (614) 466-7066  
Fax: (614) 466-7525  
E-mail: [Stephen.Hunter@das.state.oh.us](mailto:Stephen.Hunter@das.state.oh.us)



**CENTRAL OHIO ORGANIZATION OF PUBLIC PURCHASERS  
(CO-OPP)  
2007 - 2008 STANDING COMMITTEE CHAIRS**

**AWARDS AND SCHOLARSHIPS**

David C. Newcomer  
City of Columbus, Dept. of Public Utilities  
910 Dublin Road 3<sup>rd</sup> Floor  
Columbus, OH 43215  
Voice: (614) 645-5735  
Fax: (614) 645-5424  
E-mail: [dcnewcomer@columbus.gov](mailto:dcnewcomer@columbus.gov)

**CODE OF REGULATIONS**

R. Fred Myers, CPPO, CPPB  
City of Columbus, Purchasing Office  
50 W. Gay Street, 1st Floor  
Columbus, OH 43215  
Voice: (614) 645-8518  
Fax: (614) 645-7051  
E-mail: [RFMyers@columbus.gov](mailto:RFMyers@columbus.gov)

**EDUCATION**

Gayle Blankenship, CPPB  
State of Ohio, Office of State Purchasing  
4200 Surface Road  
Columbus, OH 43228-1395  
Voice: (614) 644-5993  
Fax: (614) 644-1785  
E-mail: [Gayle.Blankenship@das.state.oh.us](mailto:Gayle.Blankenship@das.state.oh.us)

**FINANCE**

Joe Lombardi, CPPO, CPPB  
City of Columbus, Department of Public Utilities  
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**ICPC**

Ann Geter  
COTA, Supply Management  
1600 McKinley Avenue  
Columbus, OH 43222  
Voice: (614) 275-5903  
Fax: (614) 275-5892  
E-mail: [Geteram@cota.com](mailto:Geteram@cota.com)

**CONFERENCES - TBD**

**LEGISLATION**

Jeff Westhoven, CPPO, CPPB  
State of Ohio, DAS/General Services Division  
4200 Surface Road  
Columbus, OH 43228  
Voice: (614) 466-4459  
Fax: (614) 466-1040  
E-mail: [Jeff.Westhoven@das.state.oh.us](mailto:Jeff.Westhoven@das.state.oh.us)

**MEMBERSHIP**

Diane Ford, CPPB  
State of Ohio, Office of State Purchasing  
4200 Surface Road  
Columbus, OH 43228-1395  
Voice: (614) 644-6365  
Fax: (614) 644-1785  
E-mail: [Diane.Ford@das.state.oh.us](mailto:Diane.Ford@das.state.oh.us)

**NOMINATING COMMITTEE**

Stephen A. Hunter, CPPO  
State of Ohio, Office of Procurement Services  
4200 Surface Road  
Columbus, OH 43228-1395  
Voice: (614) 466-7066  
Fax: (614) 466-7525  
E-mail: [Stephen.Hunter@das.state.oh.us](mailto:Stephen.Hunter@das.state.oh.us)

**PROGRAM**

Alan Childress, CPPO, CPPB  
State of Ohio, Dept. of Youth Services  
51 N. High Street, 5th floor  
Columbus, OH 43215  
Voice: (614)  
Fax: (614)  
E-mail: [Alan.Childress@dys.oh.gov](mailto:Alan.Childress@dys.oh.gov)

**PUBLIC RELATIONS**

Steve Sammons  
City of Columbus, Dept. of Public Utilities  
910 Dublin Road, 3rd Floor  
Columbus, OH 43215  
Voice: (614) 645-5951  
Fax: (614) 645-5424  
E-mail: [SWSammons@columbus.gov](mailto:SWSammons@columbus.gov)

# 2007 – 2008

## COMMITTEE DETAIL

<p><b>EDUCATION COMMITTEE</b> <i>Gayle Blankenship-Chair</i></p> <p><u>COMMITTEE MEMBERS:</u></p> <p>Walt Schneider Yvette Lewis Jan Fitzpatrick Kelli Whalen, CPPB</p>	<p><b>PROGRAM COMMITTEE</b> <i>Alan Childress-Chair</i> CPPO</p> <p><u>COMMITTEE MEMBERS:</u></p> <p>Maureen "Mo" McGuire, CPPB (Co-Chair) Jack Hill II, CPPB Jennifer Dammeyer Gail Messineo, CPPB, CPM Philip Murray Tonya Prickett</p>	<p><b>MEMBERSHIP COMMITTEE</b> <i>Diane Mosher-Chair</i> CPPB</p> <p><u>COMMITTEE MEMBERS:</u></p> <p>Diane Ford, CPPB Terry Spiropoulos Gretchen Adkins, CPPO Kathy McCarthy, CPPB Russell Perry, CPPB Tracy Floyd, CPPB Tammy Marcum</p>	<p><b>FINANCE COMMITTEE</b> <i>Joe Lombardi-Chair</i> CPPO, CPPB</p> <p><u>COMMITTEE MEMBERS:</u></p> <p>Carol Clingman, CPPB</p>	<p><b>ICPC COMMITTEE</b> <i>Ann Geter-Chair</i></p> <p><u>COMMITTEE MEMBERS:</u></p> <p>Bonnie Rickerson, CPPB Philip Murray Parshotam Lal channa, CPPO, CPPB, CPPM, CPP Amy Lowe Melissa Wilson</p>	
<p><b>WEBMASTER COMMITTEE</b> <i>Tammy Marcum-Chair</i></p> <p><u>Committee Members:</u></p> <p>Gretchen Adkins, CPPO</p>	<p><b>AWARDS AND SCHOLARSHIPS</b> <i>Dave Newcomer-Chair</i></p> <p><u>COMMITTEE MEMBERS:</u></p> <p>Barb Johnson, CPPO, CPPB, A.P.M., R. Fred Myers, CPPO, CPPB Carol Clingman, CPPB Walter Schneider Cindy Strayer, CPPB Gretchen Adkins, CPPO</p>	<p><b>NOMINATING COMMITTEE</b> <i>Stephen Hunter-Chair</i> CPPO</p> <p><u>COMMITTEE MEMBERS:</u></p> <p>Dana King, CPPB R. Fred Myers, CPPO, CPPB</p>	<p><b>JURISDICTIONAL COMMITTEE</b> <i>Judy Ciccone-Chair</i></p>	<p><b>EDUCATIONAL FORUM</b> <i>Gayle Blankenship-Chair</i></p> <p><u>COMMITTEE MEMBERS:</u></p> <p>Tracy Floyd, CPPB Barb Johnson, CPPO, CPPB, A.P.M. Kelli Whalen, CPPB</p>	
<p><b>PUBLIC RELATIONS COMMITTEE</b> <i>Steve Sammons-Chair</i></p> <p><u>COMMITTEE MEMBERS:</u></p> <p>Geraldine Berry, CPPB Harry Graham, CPPB Jack Hill II, CPPB Jean Stephenson, CPPO, C.P.M., A.P.P. Terri Wilkinson</p>	<p><b>HISTORIAN COMMITTEE</b> <i>Diane Ford-Chair</i> CPPB</p>	<p><b>STRATEGIC PLANNING COMMITTEE</b> <i>Barbara Johnson-Chair</i> CPPO, CPPB, A.P.M.</p>	<p><b>CODE OF REGULATIONS</b> <i>R. Fred Myers-Chair</i> CPPO, CPPB</p>	<p><b>Reverse Trade Fair 2007</b> <i>Maureen "Mo" McGuire-Chair</i> CPPB</p>	
<p><b>RETIRED MEMBERS</b> <i>Larry House-Chair</i></p>	<p><b>LEGISLATION COMMITTEE</b> <i>Jeff Westhoven-Chair</i> CPPO, CPPB</p>	<p><b>LIAISON</b> <i>Brad Farmer-Chair</i></p>	<p><b>COMMITTEE MEMBERS:</b></p>	<p><b>FACILITIES</b> Brenda Luke-Lead Phil Murray Mary Singleton</p> <p><b>VENDOR REGISTRATION</b> Gayle Blankenship-Lead Walt Schneider Bonnie Rickerson, CPPB Tonya Prickett Jan Fitzpatrick Jim Holland Marsha Schaffer Teri Wilkinson Judy Ciccone Jean Romine, CPPB</p>	
				<p><b>WORKSHOPS</b></p>	<p><b>SIGNAGE</b> Peggy Canada-Lead Chris Duniap</p> <p><b>VOLUNTEER</b> Phil Murray Mary Singleton</p> <p><b>DIRECTORY</b> THERESE GALLAGHER-Lead Patrick Means</p> <p><b>AGENCY REGISTRATION</b> PETE GUNNELL-Lead Roger Grime Mary Singleton</p>

# OFFICER HISTORY

## CO-OPP OFFICERS FOR PREVIOUS TERMS ARE AS FOLLOWS:

POSITION	TERM 2007 - 2008
President	Mark D. Hutchison, Sr.
Vice President	Joe Lombardi
Treasurer	Carol Clingman
Secretary	Dana King
Member-At-Large	Steve Hunter
Immediate Past President	R. Fred Myers
Awards & Scholarships	Dave Newcomer
Code of Regulations	R. Fred Myers
Education	Gayle Blankenship
Finance	Joe Lombardi
ICPC	Anne Geter/Bonny Rickerson
Legislation	Jeff Westhoven
Membership	Diane Mosher/Diane Ford
Program	Alan Childress
Public Relations	Steve Sammons

POSITION	TERM 2005 - 2006
President	R. Fred Myers
Vice President	Mark D. Hutchison, Sr.
Treasurer	Carol Clingman
Secretary	Joe Lombardi
Member-At-Large	Steve Morbitzer
Immediate Past President	Gretchen Adkins
Awards & Scholarships	Steve Morbitzer
Code of Regulations	Gretchen Adkins
Education	David Hoodin
Finance	Mark D. Hutchison, Sr.
ICPC	Anne Geter
Legislation	Karl Kuespert
Membership	Diane Mosher
Program	Alan Childress
Public Relations	Jean Brotherton

<b>POSITION</b>	<b>TERM 2003 – 2004</b>
President	Gretchen Adkins
Vice President	R. Fred Myers
Treasurer	Carol S. Clingman
Secretary	Steve Hunter
Member-At-Large	Steve Morbitzer
Immediate Past President	David Newcomer
Code of Regulations/By-Laws	David Newcomer
Education	David Hoodin
Finance	R. Fred Myers
ICPC	Karl Kuespert
Judicial	Barbara Johnson
Legislation	Mark D. Hutchison, Sr.
Membership	Jean Brotherton
Nominating	Steve Morbitzer
Professional Development Assistance	Steve Morbitzer
Program	Cindy White
Public Relations	Barbara Burchett

<b>POSITION</b>	<b>TERM 2001 – 2002</b>
President	David Newcomer
Vice President	Gretchen Adkins
Treasurer	Anne Tarrant
Secretary	Barbara Podnar
Member-At-Large	Parshotam LalChanna
Immediate Past President	Patricia Thompson
Code of Regulations/By-Laws	Patricia Thompson
Conference (2001 Planning)	Mark D. Hutchison; Anne Tarrant; Jack Yost
Education	Mark D. Hutchison, Sr.
Finance	Gretchen Adkins
ICPC	Alan Childress
Legislation	Mike Poliseno
Membership	Patricia Thompson
Program	Barbara Johnson
Public Relations	David Newcomer
Resource	Debra McKinney

<b>POSITION</b>	<b>TERM 1999 - 2000</b>
President	Patricia Thompson
Vice President	David Newcomer
Treasurer	Anne Tarrant
Secretary	Gretchen Adkins
Member-At-Large	Parshotam LalChanna
Immediate Past President	Mark D. Hutchison, Sr.
Code of Regulations/By-Laws	Mark D. Hutchison, Sr.
Conference (2001)	Jack Yost
Education	Larry House
Finance	Patricia Thompson/David Newcomer
ICPC	Rodney Kent/Barbara Johnson
Legislation	Barbara Johnson
Membership	Steve Hunter
Program	Mark D. Hutchison, Sr.
Public Relations	Charlotte Derifield
Research/Review	Rick Miller

<b>POSITION</b>	<b>TERM 1997 - 1998</b>
President	Mark D. Hutchison, Sr.
Vice President	Patricia Thompson
Treasurer	David Newcomer
Secretary	Debbie Barber
Member-At-Large	Rick Miller
Immediate Past President	R. Scott Elias
By-Laws	R. Scott Elias
Conference (2001)	Jack Yost
Education	Larry House
Finance	Patricia Thompson
ICPC	Rodney Kent
Legislation	Barbara Johnson
Membership	Rick Miller
Program	Debbie Barber
Public Relations	Charlotte Derifield
Research/Review	Debbie Barber

<b>POSITION</b>	<b>TERM 1995 - 1996</b>
President	R. Scott Elias, City Columbus Purchasing
Vice President	Ann Geter, COTA
Treasurer	Dave Newcomer, City Columbus Utilities
Secretary	Bob Baumgartner, Franklin County Purchasing
Member-At-Large	Troy Beasy, City Columbus Purchasing
Immediate Past President	Barbara Johnson, City Columbus Purchasing
Code of Regulations/By-Laws	Barbara Johnson, City Columbus Purchasing
Conference	n/a
Education	Jack A. Yost, City Columbus Purchasing
Finance	n/a
ICPC	Mark Hutchison, State of Ohio, State Purchasing
Legislation	Bob Baumgartner, Franklin County Purchasing
Membership	Patty Thompson, Franklin Cty Emergency Management Agency
Program	Bonita Hinkle, COTA
Public Relations	Becky Lane, Columbus Regional Airport Authority
Research/Review	Dale Pockett, Franklin County Purchasing

<b>POSITION</b>	<b>TERM April 1994 – December 31, 1994</b>
Chair	Barbara Johnson, City Columbus Purchasing
Vice-Chair	Ann Geter, COTA
Treasurer	Dave Newcomer, City Columbus Utilities
Recording Secretary	Bob Baumgartner, Franklin County Purchasing
Member-At-Large	Joe Leonard, State Use Committee
Immediate Past President	n/a
Code of Regulations/By-Laws	Bob Baumgartner/Barb Johnson/Dave Newcomer
Conference	n/a
Education	Jack A. Yost, City Columbus Purchasing
Finance	n/a
ICPC	Marlene (Sam) Long, MORPC
Legislation	n/a
Membership	Troy Beasy, City Columbus Purchasing Patty Thompson, Franklin Cty Emergency Management Agency
Program	Debra McKinney, City Columbus Purchasing
Public Relations	?
Research/Review	?

<b>CENTRAL OHIO PURCHASING AGENTS (COPA)</b>	<b>Pre-Chapter TERM 1993 – April, 1994</b>
COTA	Ann Geter
Franklin County Engineers	Marty Hughes
Franklin County Commissioners	Bob Baumgartner
State of Ohio, State Purchasing	Stephen Hunter
State of Ohio, State Purchasing	Mark Hutchison
MORPC	Charles Olympio
City of Columbus Purchasing Office	Barbara Johnson
City of Columbus Purchasing Office	Jack Yost
City of Columbus Purchasing Office	Scott Elias

# ARCHIVED CORRESPONDENCE



CENTRAL OHIO ORGANIZATION OF PUBLIC PURCHASERS  
PO BOX 2122  
COLUMBUS, OHIO 43216-2122

October 23, 2007

Dear Members:

A roster is maintained by the Membership Committee for various purposes, including usage by other committees to send out announcements via e-mail addresses. To insure this list is accurate, the roster has been attached for your review of ALL information listed with your name. If there are any changes/additions/deletions needed, please send them to [diane.ford@das.state.oh.us](mailto:diane.ford@das.state.oh.us). We are also requesting that you review the Committee and Joined Date columns. If you know the date you became a CO-OPP member, and/or, if you're a committee member and that information is not listed on the roster, please submit as a separate e-mail to [diane.ford@das.state.oh.us](mailto:diane.ford@das.state.oh.us)

If you are not a committee member, please take a moment and contact one of the committee chairs, an officer, a co-worker or any existing committee member to discuss participation. The CO-OPP President, Membership and Public Relations Committees encourage you to lend your personal flair to one of the committees to add value to our organization. With all the various committees, you're sure to find one which interests you and can challenge your skills. For your convenience, a list of committees/chairs is attached.

On a separate subject, another e-mail will be sent out in the near future, as a reminder to those needing to renew their membership. The notification will be sent to those expiring up through December 31, 2007.

Thank you for taking time to review our membership roster, renew your membership and considering CO-OPP Committee participation.

CO-OPP Membership Committee  
Diane Mosher, Chair

**MEMORANDUM TO:** Potential Charter Members  
Central Ohio Organization of Public Purchasers

**FROM:** Jack A. Yost  
Charter Committee Member

**SUBJECT:** **Charter Membership**

The time has finally arrived! Various governmental agency representatives have completed all work necessary to become not only a purchasing co-operative but to also affiliate with the National Institute of Governmental Purchasing. (NIGP)

The Central Ohio Organization of Public Purchasers (CO-OPP) will not only act as the center for co-operative bidding, it will also act a center for programs and educational opportunities for the membership. The national affiliation with NIGP will give CO-OPP the luxury have having a conduit to international public purchasing trends, specifications, issues, etc.

The Charter Membership will consist of individuals from various governmental agencies. Each membership will cost Five Dollars (\$5.00). A copy of the Charter with the members listed will be given to person.

Please fax a list of the individuals wishing to be a Charter Member no later than Wednesday, Dec. 1, 1993. My fax number is 645-7051. Be sure that each individual's name is detailed as they wish it to show on the Charter.

Thank you for responding on such short notice. Remember to invite your staff to become members.

# APPENDIX B

## CHAPTER MEMBERSHIP

# CHAPTER MEMBERSHIP

## ORGANIZATIONAL ENTITIES

Bureau of Worker's Compensation	Mid Ohio Regional Planning Comm.
Central Ohio Transit Authority	Montgomery County
City of Columbus	Ohio Dept. of Job and Family Services
City of Columbus, Purchasing	Ohio Dept. of Rehab. & Correction
City of Dublin	Portage County
City of Mason	State of Ohio, DAS
City of Middletown	State of Ohio, DAS Facilities Management
City of Springfield	State of Ohio, DAS State Printing
City of Upper Arlington	State of Ohio, DAS Office of Procurement Services
City of Westerville	State of Ohio, Dept. of Aging
City of Westlake	State of Ohio, Dept. of Development
Columbus Metropolitan Library	State of Ohio, Dept. of Health
Columbus Public Schools	State of Ohio, Dept. of Public Safety
Columbus Regional Airport Authority	State of Ohio, ODOT District 2
Columbus State Community College	State of Ohio, Office of Information Technology
Franklin County	State of Ohio, Secretary of State
Franklin County Board of Commissioners	Supreme Court of Ohio
Franklin County Children Services	The Ohio State University
Franklin County Purchasing	Unified Purchasing Cooperative
Lake Metroparks	Village of Rayland
	Washington Township Fire Department

LINK

# APPENDIX C

## DEFINITIONS & ACRONYMS

### Commonly Used Acronyms

ASC:	Agency-Specific Contract
CFR:	Code of Federal Regulations
COB:	Close of Business
CO-OP:	Cooperative Purchasing Program
CO-OPP	Central Ohio Organization of Public Purchasers
CPPB:	Certified Professional Public Buyer
CPPO:	Certified Public Purchasing Officer
CRP:	Community Rehabilitation Program
CSB:	Competitive Sealed Bid
CSP:	Competitive Sealed Proposal
CTV:	Complaint to Vendor
DAS	Department of Administrative Services
DBE:	Disadvantaged Business Enterprise
DDD:	Desired Delivery Date
DP:	Data Processing
EDGE:	Encouraging Diversity, Growth and Equity
EEO:	Equal Employment Opportunity
EOD:	Equal Opportunity Division
FAR:	Federal Acquisition Regulations
FOB:	Free On Board
GDC:	General Distribution Contract
GSA:	Federal General Services Administration
GSD:	DAS General Services Division
I-AM:	Information-Action Manual
IT:	Information Technology
ITB:	Invitation to Bid
ITGD:	DAS Information Technology Governance Division
LDC:	Limited Distribution Contract
LTOP:	Lease to Purchase
MAC:	Multiple Award Contract
MBE:	Minority Business Enterprise
MMA:	Master Maintenance Agreement
MORPC	Mid-Ohio Regional Planning Council
MPC:	ABA Model Procurement Code for State and Local Governments
MRO:	Maintenance, Repair and Operating Supplies
MSDS:	Material Safety Data Sheet
NAFTA:	North American Free Trade Agreement
NASPO:	National Association of State Procurement Officials

NIGP: Institute for Public Procurement  
OAC: Ohio Administrative Code  
OAKS: Ohio Administrative Knowledge System  
OBM: Office of Budget and Management  
OPCRP: Office of Procurement from Community Rehabilitation Programs  
OEM: Original Equipment Manufacturer  
ORC: Ohio Revised Code  
OTB: One Time Bid  
PB: Performance Bond  
R&P: Release and Permit  
REN: Rental  
REQ: Requisition  
RFI: Request for Information  
RFP: Request for Proposal  
RFQ: Request for Qualifications  
S&LG: State and Local Government Contract  
SIC: Standard Industrial Classification  
SOW: Statement of Work  
STS: State Term Schedule  
SV: Site Visit  
UNSPSC: United Nations Standard Products and Service Codes  
UPPCC: Universal Public Purchasing Certification Council  
WBE: Women-Owned Business Enterprise

# APPENDIX D

## CO-OPP CODE OF REGULATIONS

**A CHAPTER OF THE  
INSTITUTE FOR PUBLIC PROCUREMENT  
CODE OF REGULATIONS**

Revised November 15, 2006

**ARTICLE I  
*NAME***

The name of this Chapter shall be:  
Central Ohio Organization of Public Purchasers (CO-OPP).

**ARTICLE II  
*RESERVED***

**ARTICLE III  
*RESERVED***

**ARTICLE IV  
*MEMBERSHIP AND RESPONSIBILITIES***

- A. Membership in CO-OPP shall be open to all individuals primarily employed in public procurement.
- B. Each member agrees:
  - 1. To subscribe to the mission of the chapter.
  - 2. To adhere to the NIGP Code of Ethics.
- C. The membership shall consist of regular, honorary, and retired memberships.
  - 1. Regular Membership: Regular membership in the chapter shall be open to all public institution procurement and materials management personnel. This includes federal, state, county, municipal and township activities, public school systems, colleges, universities hospitals, commissions, authorities, and any other political subdivisions of the state and full and/or part time employees of NIGP member agencies provided they spend the majority of their time involved in procurement or materials management functions. Persons with full and/or part time employment in positions having a direct influence on the public procurement process, such as elected officials, department heads, and educators; persons who take a

leave of absence for educational or other reasons may continue as members provided that they continue to pay their dues and plan to re-enter public procurement within two (2) years. Regular members shall be eligible to enjoy all the privileges of chapter membership. Regular members may also be those who were formerly employed in the public procurement profession and are anticipating re-entry into the profession, and have paid the regular membership dues.

2. **Honorary Membership:** Honorary members in the chapter shall serve at the pleasure of the board of trustees. Honorary member privileges are limited to chapter meeting attendance; receipt of chapter mailings and committee participation (excluding chairing a committee). Honorary membership request must be submitted to the membership committee for a thorough review. Upon unanimous positive vote by the committee, the honorary membership request is forwarded to the entire membership for final action. The membership may be conferred by unanimous vote of the members upon individuals who have made distinguished contributions to the purchasing profession, or this chapter. Honorary members shall not be entitled to vote or hold office and shall be exempt from payment of dues.
  3. **Retired Membership:** Retired membership may be conferred upon individuals who had five (5) or more years of public purchasing service under a Regular Membership, and has retired from public service, and upon written request for such membership. Retired members shall be entitled to vote and hold office.
- D. **Membership Acceptance.** Membership shall be valid upon receipt of application, payment of applicable dues and subject to all eligibility requirements outlined in paragraphs above.
- E. **Termination:** The board of trustees may terminate the membership of any person for nonpayment of dues, or for other just cause. A person considered for membership revocation, except for nonpayment of dues, shall be provided written notice of the proposed action by the board of trustees and be given an opportunity to show cause as to why the membership should not be revoked.
- F. **Replacement Membership Policy:** An entity that paid or reimbursed dues for a member shall be provided the opportunity to replace the member with another person in their employ, in the year in which dues were paid, at no additional cost to the entity. The entity shall notify the Membership Chair of the member being replaced and the candidate for replacement. The candidate will be subject to the same approval policy as a new member.
- G. **Membership Dues:** Invoices are to be mailed by the membership committee to all current members according to procedures established by the membership committee and approved by the Board of Trustees. Any new memberships will be effective on date of receipt through the same date of the following year. Membership renewal and expiration dates will remain the same each year based on the dates of the original membership regardless when renewal membership dues are paid.

## **ARTICLE V**

### **ADMINISTRATION AND BOARD**

- A. The Board of Trustees is the governing body of this chapter and will be an executive board consisting of no more than 16 members including the President, Vice President, secretary,

treasurer, member-at-large, immediate past President, and standing committee chairs. Duties of the board shall be to:

1. Call meetings;
  2. Assure that committees make timely status reports;
  3. Oversee standing committee progress;
  4. Instill the highest ethical and professional standards on the products of CO-OPP and its membership; and
  5. Call board of trustees meetings.
- B. The board of trustees shall meet whenever needed at the call of the President.
- C. The President shall:
1. Exercise general supervision over the affairs of the association;
  2. Preside over all general meetings of the association;
  3. Preside over all board of trustees meetings;
  4. Perform all duties incidental to the office of President, including, but not limited to appointing special committees;
  5. Represent the Chapter by attending the NIGP Annual Forum, and present a report to the Chapter at the next regularly scheduled meeting; and
  6. Appoint all standing committee chairs, except the Budget and Finance, Code of Regulation, and Nominating committees.
- D. The Vice President shall:
1. Perform such duties as are assigned by the President;
  2. In the absence of the President at a general or a board meeting, assume the office of President; and
  3. Chair the Budget and Finance Committee.
- E. The secretary shall:
1. Maintain correspondence with the membership and other entities as needed; and
  2. Take minutes at both board and general membership meetings and then distribute to the membership.
- F. The treasurer shall:
1. Receive, safeguard and make disbursements concerning all funds;
  2. Maintain all accounts of the CO-OPP;
  3. Keep true and accurate reports of the association;
  4. Maintain complete record of receipts and disbursements;
  5. Deposit all funds into the chapter accounts(s) within 5 working days;
  6. Make quarterly reports to the membership on the financial status of the association;
  7. Serve as a member of the Budget and Finance Committee; and
  8. Be responsible for timely preparation and filing of all required tax and information returns.
- G. The member-at-large shall:
1. Serve as an additional conduit of input to the board for all the chapter membership;
  2. Serve as a conduit for persons not attending meetings; and
  3. Chair and appoint the members of the Nominating Committee.
- H. The immediate past president shall:
1. Serve to provide continuity;
  2. Provide information and advice;
  3. Chair the Code of Regulations Committee; and
  4. Inform new members of the board of their duties.

- I. The standing committee chairs shall:
  1. Be voting members of the board; limited to one (1) vote per committee;
  2. Serve to provide leadership of specific activities of the Chapter;
  3. Organize and conduct meetings of their committee; and
  4. Provide periodic reports to the President.

## **ARTICLE VI**

### *ELECTION OF OFFICERS*

- A. Officers, (Vice President, Treasurer, Secretary, Member-at-Large) except President, shall be elected on even-numbered years at the last regular meeting of the chapter from a slate of candidates presented by a nominating committee and any eligible members nominated from the floor. A simple majority of those voting will be required for a candidate to win election.
- B. No member of this chapter shall be considered for office unless that individual has been a *member* in good standing for at least one (1) year immediately preceding the election.
- C. Members of the same entity may serve as an officer on the board of trustees at the same time provided that the entity does not comprise a quorum on the board of trustees).
- D. Elections shall be held on the last scheduled meeting of even numbered years.

## **ARTICLE VII**

### *TERM OF OFFICE*

- A. The board of trustees' term of office:

#### **President--2 years**

Vice President--2 years To President next term  
Treasurer--2 years  
Secretary--2 years  
Member-at-Large--2 years  
Immediate Past President--2 years

#### **Committee Chairs--Two (2) years, unless earlier dismissed by the President**

- B. The terms of office of the board of trustees may be changed from time-to-time as deemed necessary by a two-thirds majority vote of the members present at a regular meeting. After the proposal has been made and recorded in the minutes of the meeting and circulated to the membership via the minutes, the membership may vote at the next regular meeting.
- C. The term of the board of trustees shall begin in January and end in December of the following year. The Vice President shall succeed automatically to President in the immediately following term.

## **ARTICLE VIII**

### **VACANCIES**

- A. A vacancy in the office of the president shall be filled by the Vice President.
- B. Vacancies in offices other than the president shall temporarily be filled by the member-at-large until such time that the nominating committee can convene to make a nomination to fill the vacancy. Nominations on vacancies shall be submitted at a general meeting for a vote by the membership to fill the vacancy from the nominations. If President and Vice President Offices should become vacant, the immediate Past President shall fill the vacancy of President until nominations and election can be held.
- C. When a vacancy in an office other than the president occurs and there are three (3) months or less left in a term, the nominating committee shall make its recommendation to the board of trustees. The board shall accept or reject the committee's nomination.

## **ARTICLE IX**

### **VOTING RIGHTS**

- A. Each regular and retired member shall have one (1) vote on any question presented to the membership.

## **ARTICLE X**

### **DUES**

- A. Upon the recommendation of the board of trustees and approval of the regular and retired membership, dues may be assessed to regular and retired members.
- B. Recommendations affecting dues will be submitted for comment to the general membership for 20 days prior to vote by the executive board.

## **ARTICLE XI**

### **FUNDS**

- A. Funds raised from dues shall be collected for the general administration and cost of operating the activities of the chapter.
- B. Treasurer shall deposit all funds into the chapter account(s) within 5 working days.
- C. The Budget and Finance Committee may approve the expenditure of funds to support the attendance of the president at the NIGP Annual Forum, including lodging, transportation, appropriate official chapter functions and meals. If the president has no other official support for attendance, a "not to exceed" cost request shall be presented to the Budget and Finance Committee for consideration.

**ARTICLE XII  
MEETINGS**

- A. The chapter's General Membership meetings will be held five (5) times each year in January, March, May, September and November (luncheon meeting).

**ARTICLE XIII  
PROCEDURES**

- A. A quorum is required for any vote at a meeting of the board, voting membership or committee.
1. A quorum at the board meeting shall consist of majority of the board.
  2. A quorum at any regular meeting shall consist of 10 voting members, 3 of which shall be board members
  3. A quorum at any committee meeting shall consist of a majority of the committee members.
- B. Decisions at all meetings shall be by a simple majority of the votes cast, unless otherwise required by law, by the Articles of Incorporation, or by Code of Regulations.
- C. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the CO-OPP in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the CO-OPP may adopt.

**ARTICLE XIV  
AMENDMENTS**

- A. The code of regulations may be amended, repealed or altered in whole or in part by a two-thirds majority vote of the members present at a membership meeting or responding to an electronic vote.
- B. Proposed amendments shall be presented to the membership twenty (20) days prior to the membership vote that will consider the proposed amendment.
- C. Proposed amendments may be presented to membership by mailing, e-mailing or faxing the proposal to the last known address, e-mail or fax number of each member.
- D. After the 20 day review period, voting may occur at any membership meeting, mailing, electronic ballot, or fax.

## **ARTICLE XV COMMITTEES**

### **A. STANDING COMMITTEES:** The standing committees of the chapter are:

1. Budget and Finance Committee: The budget and finance committee shall consist of not less than three (3) members. The Vice President of the chapter shall chair this committee and the treasurer shall also be a member. The budget and finance committee's primary responsibilities are to plan, establish, and execute the chapter's financial program; prepare and present the chapter's annual report, financial analyses and statements; supervise, coordinate and review the committee's budget proposals for the year. This committee shall prepare and regulate a travel policy and reimbursement schedule for all members traveling for the purpose of conducting Chapter business.
2. Code of Regulation Committee: The code of regulation committee shall consist of not less than three (3) members. The Past-President of the chapter shall chair this committee and appoint the members. The code of regulation committee's primary responsibilities are to review the chapter's code of regulations, prepare and present to the board of trustees enhancements and/or needed changes. This committee shall prepare and present to the general membership for vote, board approved changes to the code of regulations.
3. Education and Professional Development Committee: The education and professional development committee shall consist of not less than three (3) members. The education committee's primary responsibilities are to plan, establish and coordinate educational programs, subject to approval by the board, which further the knowledge, expertise and professionalism of the membership, such as organizing workshops and NIGP seminars; and towards certification (CPPB and CPPO) of the chapter members.
4. Membership Committee: The membership committee shall consist of not less than three (3) members. The membership committee's primary responsibilities are to establish procedures for maintaining the chapter's membership; plan and execute an effective recruiting program; prepare materials for distribution to potential members to help familiarize them with the chapter; and to work with the president on membership problems. The membership committee shall prepare an annual membership list of paid members in good standing, and include the year in the heading, for presentation at the first board of trustees meeting of the chapter year. This list shall be effective January 1 and shall also be submitted to NIGP according to its requirements. This membership list and updated lists will be prepared and presented to the board and made available to the membership. The committee shall be responsible for collecting the membership dues, conveying dues to the treasurer for deposit, and sending out delinquent notices where necessary.
5. Program Committee: The program committee shall consist of not less than three (3) members. The program committee's primary responsibilities are to plan, develop and coordinate information programs, which are educational in nature, for the membership. Responsibilities shall include arrangement for guest speakers at meetings and to arrange for audio visual aids, panels and/or other appropriate methods to achieve the desired objectives.
6. Public Relations Committee: The public relations committee shall consist of not less than three (3) members. The public relations committee's primary responsibilities are to inform the membership of chapter cultural and educational activities as well as social events. The public relations committee shall collect articles, prepare, edit and publish the chapter's newsletter every other month, and prior to the chapter's regular meetings. The committee

shall collect and send articles to members' local newspapers, to NIGP, etc., to publicize individual achievements, as well as those of the chapter.

7. Awards & Scholarship Committee: The awards and scholarship committee shall consist of past-presidents and not less than three (3) additional members. The award and scholarship committee's primary responsibilities are to develop and administer procedures, criteria, and final selection of recipients for the annual chapter awards (i.e. Purchasing Professional of the Year, Volunteer of the Year); coordinate application submissions for Chapter of the Year, Professional Public Buyer of the Year, Professional Public Purchasing Manager of the Year to NIGP; and review applications and recommend the awards of the Professional Development Assistance Program. Each year the committee shall establish and review the procedures and criteria used in selecting recipients of the chapter and NIGP awards and Professional Development Assistance Program.
  8. Legislation Liaison Committee: The legislation liaison committee shall consist of not less than three (3) members. The legislation liaison committee's primary responsibilities are to maintain liaison with legislative committees which deal with procurement matters; to give these committees the views of the chapter; to inform membership of legislative activities and matters.
  9. Intergovernmental Cooperative Purchasing Committee: The purpose of this committee is to reduce costs of goods and services by providing public entities with cost-cutting opportunities. By agreeing on competitive specifications, contract terms and conditions for items of common usage, participants can combine their requirements for a single request for competitive sealed bids, requests for-proposal, competitive negotiations, or sole source negotiations. In addition, multiple member usage of individual member's agreements shall be promoted as deemed appropriate.
  10. Nominating Committee: The nominating committee shall consist of not less than three (3) members. The Member-at-Large of the chapter shall chair this committee and appoint the members. All committee members shall not be from the same employing entity. The nominating committee's primary responsibilities are to solicit and evaluate recommendations from members in good standing. The committee shall submit its slate of candidates to the voting membership no later than 20 days prior to the election. The committee shall prepare materials and conduct the elections during the last regular meeting of the chapter on even numbered years or as needed due to vacancies. The committee shall develop and implement a fair balloting procedure for live and electronic voting. The procedure shall be implemented after approval by the board of trustees.
  11. Conference Committee: The conference committee shall consist of not less than three (3) members. The primary responsibility of the conference committee is to recommend, plan, organize and administer chapter conferences; product expositions and vendor reverse trades when approved for scheduling by the board.
- C. SPECIAL COMMITTEES: The chapter president may appoint special (ad hoc) committees.

# APPENDIX E

## GENERAL POLICY AND PROCEDURE

# ANTI-DISCRIMINATION AND ANTI-HARASSMENT, DIVERSITY, AND EQUAL OPPORTUNITY

## ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

### I. PURPOSE.

CO-OPP is committed to providing an organizational environment free from discrimination, and to prohibit harassment of its members and applicants, including sexual harassment. CO-OPP will implement the policy to fully comply with applicable federal and state laws, rules, regulations and guidelines in the area of non-discrimination and harassment in employment.

### II. POLICY.

It is the policy of CO-OPP to prohibit discrimination and harassment of members, due to race, color, religion, sex (including sexual harassment, sexual orientation, gender identity) national origin, disability, age (40 years or older), veteran status or military status. Discrimination and/or harassment will not be tolerated in the CO-OPP organization.

It is the policy of CO-OPP to maintain an environment free from discrimination and to prohibit harassment of its members, including sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a superior, subordinate or peer when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's organizational involvement.
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

### III. PROCEDURES.

#### a. REPORTING/HANDLING OF DISCRIMINATION OR HARASSMENT COMPLAINT

- 1) Any member who believes that she or he has been discriminated against or subjected to harassment, including sexual harassment, should advise the offending individual that the action is not welcome and must stop.
- 2) The aggrieved individual must then report such incident(s) to a chapter officer.
- 3) Regardless of whether or not a written report is received from the alleged victim, chapter officers must immediately report such complaints to the President.
- 4) Any complaint or report received cannot be kept strictly confidential, however, information concerning allegations shall be managed discretely and communicated to others only as is necessary to investigate and take appropriate action.
- 5) There shall be no retaliation against a member for filing a complaint or report of discrimination or harassment, other inappropriate behavior or for participating as a witness in an investigation. Retaliatory actions will also be subject to investigation and possible discipline.

#### B. INTERNAL RESOLUTIONS OF A CLAIM.

- 1) All allegations of discrimination or harassment will be taken seriously.
- 2) CO-OPP requires that complaints made to the President or to chapter officers will be reviewed to ensure jurisdiction.

- 3) All allegations and/or complaints of discrimination and harassment will be investigated promptly and thoroughly.
- 4) Formal complaints must be filed within 30 days of the most recent incident of alleged discrimination or harassment.
- 5) When appropriate, all efforts will be made to seek an internal resolution of claims.
- 6) A rapid determination will be made of what, if any, corrective action is warranted by possible violations of the Anti-Discriminatory and Anti-Harassment Policy.
- 7) The decision to pursue a remedy utilizing the organizations internal complaint process will be made in conjunction with the individual filing the allegations.

## **EEO POLICY**

### **I. PURPOSE.**

CO-OPP is committed to providing a non-discriminatory environment for its members.

### **II. POLICY.**

The policy of the CO-OPP is to mirror applicable federal, state and local laws, rules, regulations and guidelines in the area of non-discrimination. Discrimination against members due to race, color, religion, sex (including sexual harassment, sexual orientation, gender identity), national origin, disability, age (40 years or older), veteran status or military status, is prohibited.

Equal opportunity and non-discriminatory behavior commitments within CO-OPP include, but are not limited to, the areas of nominations, demotion or transfer, recruitment, termination, and educational opportunities. CO-OPP's Plan filed with the State Equal Opportunity office further details the organization's action plan.

## **DIVERSITY**

It is the policy of CO-OPP to provide equal opportunities for all members. No member shall be discriminated on the basis of race, religion, sex, age, sexual orientation, national origin, disability, or veteran status.

# USE OF CO-OPP EQUIPMENT

## GENERAL POLICY.

The Central Ohio Organization of Public Purchasers (CO-OPP) may purchase various types of equipment for use of officers, committees, and/or members in completing their Chapter projects. CO-OPP equipment is the property of CO-OPP and includes any equipment purchased by CO-OPP. Equipment will be assigned to and entrusted to the care of active members of CO-OPP with approval of the President or Vice President of the Chapter. CO-OPP equipment shall be used for its intended purpose, and for Chapter business only unless express written authority is obtained for the President or Vice President to use the equipment for non-Chapter business. The Finance Committee will be responsible to maintain and update a listing of all CO-OPP equipment assets. This list shall include, but not limited to the following information:

- a. Description of asset.
- b. Purchase date, PO number, purchase price and supplier of the asset.
- c. Serial and/or model number of the asset.
- d. Name of member to whom asset is assigned.
- e. Warranty information.
- f. Maintenance records.

The member shall be responsible to store the equipment in a safe location, preferably in a governmental office, and upon completion of their assignment return the equipment to the President or Vice President.

## MAINTENANCE & REPAIR.

When equipment is assigned, the member shall be responsible to ensure that the equipment is in proper working order at all times until it is re-assignment to another member. The member shall be responsible to protect the equipment from damage, theft, misuse, or any other type of abuse that could render the equipment inoperable. CO-OPP shall be responsible to pay for all costs of parts and labor necessary to maintain the equipment in proper working condition unless the necessary repair is due to misuse or abuse by the member. The member shall notify the Finance Committee of any necessary repairs or maintenance so that arrangements can be made to complete such maintenance or repairs.

## INSURANCE.

Insurable interest lies with the CO-OPP, the owner of the equipment.

## TRANSFER OF EQUIPMENT.

Equipment shall be temporarily assigned to specified members by the President or Vice President. Other members may request temporary use of the equipment for completing Chapter activities that have been assigned to the member. The equipment shall be made available to the member, within a reasonable amount of time, by the member who the equipment has been assigned to. It is recommended that a memo be prepared which indicates the date, time, and condition of the equipment being re-assigned; the period of time that the equipment will be needed; and the condition of the equipment upon return to the original assignee. It shall be the responsibility of the temporary assignee to maintain the equipment in operating condition as described in this Policy.

## TECHNOLOGY RESOURCES.

CO-OPP equipment may consist of Laptops or other related IT assets (e.g., CD's, DVD's, software, flash drives, etc.). The information contained on IT assets is considered confidential and is not to be shared or provided to any non-Chapter members without express written permission of the President or Vice President. The member shall be responsible to maintain a current backup copy of all information contained on the IT asset in a safe location. With the exception of the IT asset assigned to the Treasurer, all other IT assets shall be available for use by any of the membership with approval of the President or Vice President and upon receipt of reasonable notice (e.g., minimum 24 hours). Downloading, duplicating, disseminating, printing, or otherwise using copyrighted materials (e.g., software, texts, music and graphics) in violation of copyright law is strictly prohibited. Downloading, displaying, transmitting, duplicating, storing, or printing of sexually explicit materials or anything that is offensive, obscene, threatening, or harassing, or that is racially, religiously, sexually or physically offensive, is strictly prohibited. Damage to, or failure or loss of, any IT asset shall be reported immediately to the President or Vice President. Members using IT assets should take all

precautionary steps to protect against virus infections. Indications of an infection should be reported to the President or Vice President immediately.

VIOLATION OF LAW.

Violation or supporting and encouraging violation of local, state or federal law is prohibited. Any member who intentionally misuses or abuses CO-OPP equipment shall be subject to all legal remedies up to and including prosecution under existing laws and shall be responsible to pay any and all legal costs, fines, or penalties, etc., associated with the violation. Known violations are to be reported to the President or Vice President immediately.

FAILURE TO COMPLY.

Failure of a member to comply with any portion of this Policy may result in denial to use the equipment by the President or Vice President. Reasons for denial include, but are not limited to:

- a. Failure to maintain the equipment in proper working order.
- b. Misuse and/or abuse of the equipment.
- c. Failure to provide equipment to other members in a timely manner (e.g. 24 hours).
- d. Failure of members to return the equipment on the scheduled date for return.
- e. Unauthorized use of the equipment for non-Chapter business.
- f. Permitting non-Chapter members to use the equipment.
- g. Unauthorized sharing or distribution of Chapter information contained on the equipment (e.g., IT assets).
- h. Any violation of law.
- i. Downloading, duplicating, disseminating, printing or otherwise using copyrighted materials such as software, texts, music and graphics in violation of copyright laws.

NO EXPECTATION OF PRIVACY.

This Policy serves as notice to members that they shall have no expectation of privacy in conjunction with the use of IT assets or other CO-OPP equipment. Contents of IT assets may be subject to review, investigation, and disclosure. CO-OPP reserves the right to view any files and electronic communications on IT assets or other equipment, if applicable.

*Policy adopted: 08/19/08*

# MEETING POLICY

## MEETINGS OF MEMBERS.

Meetings will be held each year (January 1 through December 31) as prescribed herein and as needed to perform the business of the Central Ohio Organization of Public Purchasers (CO-OPP). Roberts Rules of Order shall govern all meetings and the meetings shall be documented with written minutes.

## PLACE OF MEETINGS.

The Board of Trustees shall designate the place and time for the regular general membership meetings, the annual membership meeting and any special meetings of the membership. The President or designee shall designate the place and time for board of director meetings and other meetings as needed. Committee chairs shall designate the time and place for committee meetings.

## NOTICE OF MEETINGS.

Whenever possible, written notice stating the place, date and hour of the meeting shall be delivered not less than ten (10) days before the date of the meeting except in the case of a special meeting. Notification shall be given either personally, electronically or via postal service at the direction of the President, or the secretary, or the officer or person calling the meeting. If a cost is associated with the notification and budgeted, the cost will be an allowable expense.

## MEETING BY CONFERENCE TELEPHONE OR SIMILAR COMMUNICATIONS EQUIPMENT.

Members may participate in meetings by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at a meeting.

## ACTION BY MEMBERS WITHOUT A MEETING.

Any action required by members at a meeting may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all the members of that body entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote of the members.

## MEETING CANCELLATION NOTIFICATION.

Written meeting cancellation notices shall be provided in no less than 24 hours prior to the scheduled meeting time.

## QUORUM AND MANNER OF ACTING.

A quorum shall represent the majority of the membership present unless otherwise stipulated in the Chapter Code of Regulations. If a quorum is present, the affirmative vote of the majority of the votes entitled to be cast on a matter to be voted upon by the members present or represented at the meetings shall be the act of the members, unless a greater proportion of the voting members is required by the Code of Regulations. If a quorum is not present, voting shall be postponed until the next meeting or conducted electronically but not to exceed a maximum of 60 days.

## MEETING ORDER OF BUSINESS.

The order of business at all meeting, if practicable, shall be as follows:

- a. Meeting attendees sign an attendance sheet
- b. Ascertain that a quorum is present
- c. Reading and approval (& corrections) of the minutes of the last meeting
- d. Reports by officers and/or committees
- e. Unfinished business
- f. New Business
- g. Adjournment

In the event of elections, the election of officers shall take place after officer and committee reports and prior to adjournment.

MEETING TYPES.

The Central Ohio Organization of Public Purchasers shall hold the following meetings:

- a. Board of Trustees meetings
- b. General Membership meetings
- c. Committee meetings
- d. Special meetings

# RECORDS (RETENTION/SCHEDULE)

## POLICY

It is the policy of CO-OPP to avoid undue accumulation of records and/or documents and to safeguard sensitive data that is under the care and control of the organization. Discarding outdated business records keeps storage costs down. Documents may be transferred to electronic files when possible for records retention purposes.

## PURPOSE

Business records, especially voluminous and bulky ones, should be destroyed or disposed of as soon as they outlive their usefulness in accordance with the schedule and provisions outlined below.

## DOCUMENT CARE, CONTROL, DISPOSITION, AND DESTRUCTION

- a. Documents that do not contain personally identifiable information or other confidential information do not require special use, care, control, and/or disposition or destruction measures.
- b. Documents that do contain personally identifiable information require specific use, care, control, retention, and destruction measures. Personally Identifiable Information (PII) includes, but is not limited to: addresses, phone numbers, bank and credit card information, social security numbers, alternate ID numbers, member ID numbers, passwords, etcetera. Names alone are not PII; however, if they are associated with any other information (data), such as listed above, they should be considered PII. (Examples of documents that may include personally identifiable information are registration forms, workshop registration lists, phone messages, credit card slips, e-mails, membership rosters, web reports, etc.)
  - 1) The nature of the medium (eg., electronic or tangible), does not lessen CO-OPP, its officers', committee members' or chairs' responsibility to safeguard data that is considered to be personally identifiable information.
  - 2) Tangible documents that contain PII or other confidential information should be shredded (crosscut), incinerated, or pulped. Electronic data should be expunged/cleared and/or reliably erased. Computer laptop users shall take responsibility for the security of the information stored on their laptops. PII must be controlled in a manner that ensures PII is not accidentally released or made accessible to those who do not have a right or need to know.
  - 3) CO-OPP shall require contractors and/or their subcontractors to provide the same or better assurances with the safeguarding of PII that CO-OPP requires of its own officers, committee chairs, and/or committee members. Where regulations may prescribe more restrictive PII protections than those of CO-OPP, the more restrictive shall prevail.

## FILES PLAN

A functional decentralized files plan is designated for all CO-OPP. Files generated within a committee or by an officer are the responsibility of the individual creating the file. Responsibility includes proper identification, safeguard, control, and maintenance. Safekeeping, disposition, and/or destruction of the file after it becomes inactive are the responsibility of the current officer and/or committee chair. All files are the official property of CO-OPP and will not be destroyed or disposed of except as provided by these instructions.

*Prior to the destruction or disposal of documents, the chapter Historian shall be given the opportunity to review the information and determine the appropriate status of the record (s).*

## FILE IDENTIFICATION AND MAINTENANCE

For ease of reference, search, retrieval, and/or subsequent disposition or destruction, all files should be properly identified at time of creation. Filing systems should be so simple that anyone can readily identify and use them.

# TRAVEL & REIMBURSEMENT

THIS POLICY IS CURRENTLY UNDER DEVELOPMENT

# APPENDIX F

## FORMS

OFFICIAL CO-OPP LETTERHEAD  
OFFICIAL CO-OPP FAX COVER SHEET  
COMMITTEE MEETING MINUTES  
MEMBERSHIP LETTER  
MEMBERSHIP RENEWAL FORM  
NBCRSP APPLICATION  
NOMINATION FORM – BOARD OF TRUSTEES  
SEMINAR REGISTRATION FORM/INVOICE

OFFICIAL CO-OPP LETTERHEAD

# Central Ohio Organization of Public Purchasers



CO-OPP • P.O. Box 2122 • Columbus, Ohio 43216-2122



## CO-OPP FAX COVERSHEET

**To:** \_\_\_\_\_ **From:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Re:** \_\_\_\_\_ **Pages:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **cc:** \_\_\_\_\_

Comments: \_\_\_\_\_



# CO-OPP Committee Meeting Minutes

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Name of Convening Committee: \_\_\_\_\_

Meeting called by:

Type of meeting:

Facilitator:

Scribe:

Attendees:

## *Minutes*

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

✓

## *Other Information*

Special notes:



## CENTRAL OHIO ORGANIZATION OF PUBLIC PURCHASERS

### National Board/Committee Representation/Support Program (NBCRSP) Application

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Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Business Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax Phone: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

National Board/Committee Title: \_\_\_\_\_

Dates of Service: starts \_\_\_\_\_ ends \_\_\_\_\_

Membership Information: CO-OPP Member: Yes: \_\_\_\_ No: \_\_\_\_ # years: \_\_\_\_\_

Date of Membership/Renewal: \_\_\_\_\_

Current dues are up to date? Yes: \_\_\_\_ No: \_\_\_\_

Dates of two (2) General Membership meetings you attended within the last twelve months prior to this application: \_\_\_\_\_

Circle the CO-OPP Standing Committee(s) in which you actively participate:

Finance Committee	Education
Code of Regulations Committee	Public Relations Committee
Membership Committee	Program Committee
Legislative Liaison Committee	Intergovernmental Cooperative Purchasing Committee
Awards & Scholarship Committee	Nominating Committee

Circle the CO-OPP Ad-hoc Committee(s) in which you actively participate:

Strategic Planning	Reverse Trade Fair	Jurisdictional	Historian
Parliamentarian	Webmaster	Education Forum	Retired Members
Liaison	Conference Committee	March is Purchasing Month	

Please confirm that you will only request reimbursement from the Chapter if you have already exhausted or been disapproved for other funding methods? \_\_\_yes \_\_\_no

Please attach a copy of the letter appointing you to the National NIGP or UPPCC Board/Committee.

Submit completed form and letter to: **AWARDS AND SCHOLARSHIP COMMITTEE CHAIRPERSON**

Mr. David Newcomer c/o City of Columbus  
Department of Public Utilities  
910 Dublin Road  
Columbus, Ohio 43215  
FAX: (614) 645-0544, Voice: (614) 645-5424;  
E-mail: [dnewcomer@columbus.gov](mailto:dnewcomer@columbus.gov)



CENTRAL OHIO ORGANIZATION OF PUBLIC PURCHASERS  
PO BOX 2122  
COLUMBUS, OHIO 43216-2122

August 31, 2008

Dear Members:

A roster is maintained by the Membership Committee for various purposes, including usage by other committees to send out announcements via e-mail addresses. To ensure this list is accurate, the roster has been attached for your review of ALL information listed with your name. If there are any changes/additions/deletions needed, please send them to [diane.ford@das.state.oh.us](mailto:diane.ford@das.state.oh.us). We are also requesting that you review the Committee and Joined Date columns. If you know the date you became a CO-OPP member, and/or, if you're a committee member and that information is not listed on the roster, please submit as a separate e-mail to [diane.ford@das.state.oh.us](mailto:diane.ford@das.state.oh.us)

If you are not a committee member, please take a moment and contact one of the committee chairs, an officer, a co-worker or any existing committee member to discuss participation. The CO-OPP President, Membership and Public Relations Committees encourage you to lend your personal flair to one of the committees to add value to our organization. With all the various committees, you're sure to find one which interests you and can challenge your skills. For your convenience, a list of committees/chairs is attached.

On a separate subject, another e-mail will be sent out in the near future, as a reminder to those needing to renew their membership. The notification will be sent to those expiring up through December 31, 2007.

Thank you for taking time to review our membership roster, renew your membership and considering CO-OPP Committee participation.

CO-OPP Membership Committee  
Diane Ford, Chair



## RENEWAL MEMBER INVOICE

Membership Type: \_\_\_\_\_ Regular Member (\$25.00)

\_\_\_\_\_ Retired Member (\$10.00)

Are you an NIGP National Member? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide your NIGP PIN# \_\_\_\_\_

**PLEASE UPDATE YOUR CONTACT INFORMATION, IF APPLICABLE**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Time with Entity (yrs)

\_\_\_\_\_  
Entity Name

\_\_\_\_\_  
Mailing Address (City, State, ZIP)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail Address

Professional Certification:  CPPO  CPPB  CPM  Other \_\_\_\_\_

The Central Ohio Organization of Public Purchasers promotes the public procurement profession and its members. As such, we often photograph our members and display those pictures electronically (such as on our Web site) or in hard copy (such as in our newsletter). By becoming a member in our organization, the member thereby permits COOPP to use their image as described above. If admitted to membership, I agree to abide by the rules, regulations and ethics of NIGP. I declare that I have read the membership eligibility information on the reverse side of this form and that I am qualified to become a member.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return this application with payment.**

**REMIT TO:**

Treasurer, CO-OPP  
**Attn: Renewal Membership**  
P.O. Box 2122  
Columbus, OH 43216-2122

CO-OPP Federal Tax ID Number (TIN) is 30-0003613

Please place a checkmark beside any committee(s) you would like to participate on:

___ Awards & Scholarship	___ Education	___ Nominating	___ Intergovernmental
___ Budget and Finance	___ Legislation Liaison	___ Program	___ Cooperative Purchasing
___ Code of Regulations	___ Membership	___ Public Relations	___ Ad Hoc Committees*

\*For a list of Ad Hoc Committees, see the CO-OPP Web site.

**NOMINATION FORM  
OFFICERS - BOARD OF TRUSTEES**



**Vice President:**

I nominate the following person(s) for the position of Vice President:

\_\_\_\_\_

Name

\_\_\_\_\_

Entity

\_\_\_\_\_

Name

\_\_\_\_\_

Entity

**Secretary:**

I nominate the following person(s) for the position of Secretary:

\_\_\_\_\_

Name

\_\_\_\_\_

Entity

\_\_\_\_\_

Name

\_\_\_\_\_

Entity

**Treasurer:**

I nominate the following person(s) for position of Treasurer:

\_\_\_\_\_

Name

\_\_\_\_\_

Entity

\_\_\_\_\_

Name

\_\_\_\_\_

Entity

**Member-at-Large:**

I nominate the following person(s) for position of Member-at-Large:

\_\_\_\_\_

Name

\_\_\_\_\_

Entity

\_\_\_\_\_

Name

\_\_\_\_\_

Entity

NOMINATIONS FOR BUYER OF THE YEAR AND  
MANAGER OF THE YEAR

FORMS ARE CURRENTLY UNDER DEVELOPMENT



## CENTRAL OHIO ORGANIZATION OF PUBLIC PURCHASERS

### Professional Development Assistance Program Application

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**Name of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Phone: (Work)** \_\_\_\_\_ **(Fax)** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**CO-OPP Member:** Yes: \_\_\_ No: \_\_\_ **Date of Membership/Last Renewal:** \_\_\_\_\_

**Event:** (Limit one request per application) \_\_\_\_\_

**General Description:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

**Sponsored By:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Total Cost:** \_\_\_\_\_

**Amount Of Previous PDA Award(s) In The Past 12 Months: \$** \_\_\_\_\_

**Requested Funding Amount** (Maximum \$750/80% of Total Cost): \_\_\_\_\_

**Name of Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Qualifications:**

**Mandatory**

Dates of CO-OPP General Membership meetings attended within the last 12 months:

\_\_\_\_\_

Committee(s) participated on within the last 12 months: \_\_\_\_\_

\_\_\_\_\_

**Optional**

Activities participated in within the last 12 months (used to determine amount of total funds available to applicant):

<b>Activity</b>	<b>Provide this information in the next column</b>	<b>Applicant's Response to Column 2</b>	<b>Used by Chair</b>
NIGP National Member	NIGP Membership No.		1
NIGP or UPPCC Board or Committee Member	Name of Board or Committee		2
CO-OPP Officer	Office		3
CO-OPP Board Member	Position		2
CO-OPP Committee Chair (points awarded for only one (1) chair position)	Committee		2
CO-OPP Committee Assistant Chair	Committee		1
CO-OPP Committee Member on more than one (1) committee (pts not awarded per committee)	Committees		1
Certified as CPPO, CPPB, or CPM (points not awarded per certification)	Certification		2
Attendance at CO-OPP Educational & Product Expo	Event & date		1
Worked on a Committee for a CO-OPP Sponsored Event	Event & date		2
Worked on CO-OPP Special Project	Project		1
Teach NIGP Sponsored Class (points awarded for only one (1) class)	Class & date		3
Submit/Publish an Article in an NIGP publication	Article & date		2
Submit/Publish an Article in the CO-OPP Newsletter	Article & date		1
Sponsor a New Member in the CO-OPP Chapter	Member name		1
Program Presenter at a CO-OPP Membership Meeting	Program & date		1
Attendance at four (4) CO-OPP General Membership Meetings	Dates		1

**Please answer the following questions** (Attach additional sheets, as needed):

**Provide a complete explanation/justification of the need for funds. Be specific and provide details.**

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**Submit completed form to:**

AWARDS AND SCHOLARSHIP COMMITTEE CHAIRPERSON  
Mr. David Newcomer  
c/o City of Columbus  
910 Dublin Road  
Columbus, Ohio 43215  
FAX: (614) 645-0544, Voice: (614) 645-5735  
[dcnewcomer@columbus.gov](mailto:dcnewcomer@columbus.gov)

NOTE: Seminar participants will also be required to complete an NIGP Request and Logistic Form upon course completion.



**THE EDUCATION COMMITTEE  
INVITES YOU TO  
AN OPPORTUNITY TO LEARN AND  
NETWORK  
WITH OTHER  
PURCHASING PROFESSIONALS**

**THANK YOU FOR TAKING YOUR TIME TO  
MAKE OHIO THE BEST ----- CHAPTER IN  
THE LAND!**

If you have any questions or would like to assist in any upcoming events,  
please contact one of the Committee members

Gayle Blankenship

Jan Fitzpatrick

Kelli Whalen

Walter Schneider



## SEMINAR REGISTRATION FORM/INVOICE

Seminar Title: \_\_\_\_\_ presented  
by \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Fees: \_\_\_\_\_ Non-Member \$750  
\_\_\_\_\_ NIGP Member \$575 \_\_\_\_\_ Pin Number

Class Hours: 8:00 a.m. to 5:00 p.m.

Registration deadline is: \_\_\_\_\_

Seminar Participant \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mail Registration ONLY to:

Mrs. Gayle Blankenship  
State Purchasing Standards Analyst  
Dept. of Administrative Services  
4200 Surface Road  
Columbus, OH 43228

Fax: (614) 644-1785

Purchase Orders must be made out to:

Central Ohio Organization of Public Purchasers  
P.O. Box 2122  
Columbus, OH 43216

Federal Tax Identification Number: 30-0003613

For questions regarding class offerings contact Gayle at (614) 644-5993 or via e-mail  
[Gayle.Blankenship@das.state.oh.us](mailto:Gayle.Blankenship@das.state.oh.us).



## STANDING COMMITTEE APPLICATION FORM

I am interested in serving on the following Committee(s):

### Budget & Finance Committee

\_\_\_\_\_  
Name

\_\_\_\_\_  
Entity

### Code of Regulations Committee

\_\_\_\_\_  
Name

\_\_\_\_\_  
Entity

### Education & Professional Development Committee

\_\_\_\_\_ Serve as Chair

\_\_\_\_\_  
Name

\_\_\_\_\_  
Entity

### Membership Committee

\_\_\_\_\_ Serve as Chair

\_\_\_\_\_  
Name

\_\_\_\_\_  
Entity

### Program Committee

\_\_\_\_\_ Serve as Chair

\_\_\_\_\_  
Name

\_\_\_\_\_  
Entity



## STANDING COMMITTEES APPLICATION FORM

(Cont'd)

### Public Relations Committee

\_\_\_\_\_ Serve as Chair

\_\_\_\_\_  
Name

\_\_\_\_\_  
Entity

### Awards & Scholarship Committee

\_\_\_\_\_ Serve as Chair

\_\_\_\_\_  
Name

\_\_\_\_\_  
Entity

### Legislation Liaison Committee

\_\_\_\_\_ Serve as Chair

\_\_\_\_\_  
Name

\_\_\_\_\_  
Entity

### Intergovernmental Cooperative Purchasing

\_\_\_\_\_ Serve as Chair

\_\_\_\_\_  
Name

\_\_\_\_\_  
Entity

### Nominating Committee

\_\_\_\_\_  
Name

\_\_\_\_\_  
Entity

### Conference Committee

\_\_\_\_\_ Serve as Chair

\_\_\_\_\_  
Name

# APPENDIX G

## LOGOS



# APPENDIX H

## UPPCC HANDBOOK

### Universal Public Purchasing Certification Council (UPPCC) Certification

#### About

In support of the profession, NIGP has chosen to align itself with the Universal Public Purchasing Council as its indicator of success within the public sector environment. The Universal Public Purchasing Certification Council (UPPCC) program is applicable to all public and/or governmental organizations and agencies. The program offers two designations, a Certified Public Purchasing Officer (CPPO) and a Certified Professional Public Buyer (CPPB).

Certification is the process by which the public purchaser demonstrates a standard of competency for the benefit of the public. Certification reflects achievement of established professional standards and a competency for those engaged in governmental purchasing, and attests to the purchaser's ability to obtain maximum value for the taxpayer's dollar.

The trend in governmental purchasing is for mandatory certification of procurement professionals. This designation communicates to the taxpayer that the public employee who manages tax dollars has reached a specific level of education and experience and is knowledgeable about government purchasing.

Learn more about how you can earn your CPPO or CPPB certification, visit the [UPPCC Web site](#).

#### Preparation

The Institute for Public Procurement (NIGP) is recognized by the UPPCC as a provider of quality education for public procurement professionals. The UPPCC recommends the many NIGP textbooks as suggested reading for exam preparation. NIGP also offers intensive two and three day face to face courses aligned with many of the textbooks. Similar resources are also available in the [study and review process](#). Although NIGP coursework is not required to achieve certification, it is one opportunity to review and/or re-enforce an individual's understanding of the Body of Knowledge.

NIGP offers CPPO and CPPB informational webinars and review courses. Text and review books are available for purchase through the [NIGP Store](#).

# APPENDIX I

## NIGP CODE OF REGULATIONS/BYLAWS/POLICY

The NIGP Bylaws can be viewed at the following Web site:

<http://www.nigp.org/genlinfo/bylaws.pdf>