

Public Purchasers Association of Northern Ohio (PPANO)



*Serving
Public Purchasing
Professionals
throughout
Northern Ohio*

Chapter Manual (November-2015)

Acknowledgements

The Public Purchasers Association of Northern Ohio wishes to thank the following groups and individuals for their support and encouragement throughout the chapter chartering process:

The Institute for Public Procurement

Don Buffum

Rick Grimm

Ken Koester

David Nash

Jennifer Steffan

**The Central Ohio Organization of Public Purchasers
Executive Board
And
Committee Chairs**

The Northern Ohio Branch Leadership Team

Antwane Brooks

Mark Evangelista

Jim Hardy

Gus Katsas

Greg Minotas

Charlie Rosol

Robert Williams

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I. PPANO Mission Statement

PPANO encourages the advancement and integrity of our profession and members by:

- A. Emphasizing standards of excellence and ethical conduct within governmental purchasing.
- B. Proactively encouraging the professional certification of our membership through education and professional development.
- C. Collecting and disseminating pertinent information for our members.
- D. Sponsoring activities useful in providing our members with knowledge for efficient procurement.
- E. Offering networking opportunities so members may interact with their colleagues and build their skill base through the exchange of ideas.
- F. Providing opportunities for members to achieve recognition within the profession and in all aspects of public administration.

II. PPANO Vision Statement

"PPANO will guide the development of the public procurement professional, today, tomorrow, and into the future."

III. PPANO Chapter History

A. A New Idea for Northern Ohio

At the 2008 Institute for Public Procurement (NIGP) National Forum in Charlotte, North Carolina, a group from the Central Ohio Organization of Public Purchasers (CO-OPP) informally met to discuss the possibility of forming a chapter of NIGP in Northern Ohio.

In 2011, an outreach committee of CO-OPP formally began discussions to arrange a "Meet and Greet" of local government purchasers in Northern Ohio that year. The goal was to bring the mission and vision of CO-OPP to the area and to involve members of NIGP in Northern Ohio who otherwise were not being served by CO-OPP or by NIGP. Our guest speaker at that initial meeting was the newly appointed Chief Fiscal Officer of Cuyahoga County. The outreach's goal was to hold quarterly membership meetings in Northern Ohio and eventually form a new chapter of NIGP with the help of CO-OPP.

At that first meeting, approximately 35 public purchasing professionals from various cities, state agencies, counties, special districts, and school districts came together, many meeting for the first time.

B. Northern Ohio Branch

In December 2011, CO-OPP formed the Northern Ohio Branch that consisted of leaders from CO-OPP and the local Branch Leadership Team who began to brainstorm the branch idea and secure speakers for quarterly membership meetings. In January 2012, our first meeting was held at the City of Independence. Subsequent membership meetings featured guest speakers from the following entities:

- NIGP Administration and Leaders
- The Ohio Ethics Commission
- The Ohio Attorney General's Office
- The Ohio Auditor of States Office
- The Cleveland Cavaliers
- The County Executive of Cuyahoga County
- US Communities
- The General Services Administration
- The Ohio Department of Administrative Services
- Ohio State University and the John Glenn School of Public Affairs

Our initial Reverse Trade Fair in 2013 was attended by more than 100 people, and in 2014 we held four one day NIGP classes, also very well attended.

The Northern Ohio Branch produced a CO-OPP Buyer of the Year in 2013, and Purchasing Manager of the Year in 2012 and 2013, including a finalist for the NIGP Purchasing Manager of the Year in 2013.

As membership continued to increase, additional people came forward to volunteer their skills and services to the group, and the association became financially sustainable with the ability to give back to our membership through educational offerings and professional development financial support.

C. PPANO Becomes Official

On August 22, 2014 the NIGP Board of Directors approved the petition of the Public Purchasers Association of Northern Ohio (PPANO) to become the newest chapter of NIGP, the first in over 20 years. On November 20, 2014, the Northern Ohio Branch of CO-OPP officially became PPANO when Rick Grimm, CPPO, CPPB, Chief Executive Officer of NIGP, Don Buffum, CPPO, President of NIGP, and Jennifer Steffan, Chapter Relations Manager of NIGP traveled to Cleveland to formally swear in the PPANO officers and to present PPANO with their official charter recognizing PPANO as a member of The NIGP.



NIGP: The Institute for Public Procurement

This is to certify that this Chapter charter has been granted to:

PUBLIC PURCHASERS ASSOCIATION OF NORTHERN OHIO , INC.

Chapter Members thereof:

Diana Anthony City of Cleveland	Diana Hollander Lake County Board of Developmental Disabilities	Tami Perkins Ohio Schools Council
John Becker City of Shaker Heights Public Works	Kay Hurley General Services Administration	Frank Polivka Greater Cleveland Regional Transit Authority
Shawn Becker, CPPB Greater Cleveland Regional Transit Authority	Mark Iacofano, CPPO, CPPB Lakeland Community College	R.C. Rizzo City of Solon
Gayle Blankenship, CPPO State of Ohio	Barbara Johnson, CPPO, CPPB, MPA Ohio Dept. of Rehabilitation and Corrections	Jerry Roberts City of Akron
Antwane Brooks Northeast Ohio Regional Sewer District	Anita Jones State of Ohio	Michael Robinson City of Cleveland
Becki Burlingham City of Brecksville	Gus Katsas, CPPO City of Independence	Kelly Rocco Ohio Schools Council
Garey Burt Ohio Dept. of Rehabilitation and Corrections	Colleen LaChapelle City of Toledo	Seletha Rogers-Thompson City of Cleveland
Courtney Chrisp City of Cleveland	Jonathan Laule, CPPB, MPA Greater Cleveland Regional Transit Authority	Emil C. Rosol, III, CPPO, CPPB Cleveland Metroparks
Cynthia Collins, CPPO, CPPB Columbus Regional Airport Authority	Jim Leonard Akron Public Schools	Robert Ruppe Cuyahoga Community College
Sharon Cottrell Greater Cleveland Regional Transit Authority	April Locker Cuyahoga County Public Library	Steve Sammons City of Columbus
Melinda Dangelo Greater Cleveland Regional Transit Authority	Lenora Lockett Cuyahoga County	Kim Smith City of Lakewood
George DeBord Oriana House, Inc.	Cara Loughlin Cuyahoga County Public Library	Patricia Speese City of Shaker Heights Public Works
Gary Dickerson City of Elyria	Susan Lux National IPA	Jean Stephenson, CPPO, C.P.M., A.P.P. State of Ohio
Randall Dublikar, CPPB City of Canton	Douglas Machles, CPPO, CPPB Ohio Lottery Commission	Larry Surber City of Westlake
David Embry City of Shaker Heights Public Works	Simon Mastroianni City of Cleveland	Scott Veley City of Cleveland
Ashley Ensign Greater Cleveland Regional Transit Authority	Tricia McKenney Cleveland Metropolitan School District	John Wade Summit County
Mark Evangelista, CPPO, C.P.M. Lake Metroparks	Shannon McNulty Summit County	Michael Weant Summit County
Mary Angela Foraker Cleveland Metropolitan School District	Deborah Midgett City of Cleveland	Kendall Welk Summit County
Donald Gasler Cuyahoga Community College	Greg Minotas Beachwood City Schools	Tiffany White City of Cleveland
Jules Gilliam City of Cleveland	Steve Morbitzer, CPPO, CPPB Retired	Jacqueline Williams, CPPB Northeast Ohio Regional Sewer District
James Hardy, C.P.M. City of Cleveland	Alfonso Nazario City of Cleveland	Robert Williams City of Independence
Mabry Harris Greater Cleveland Regional Transit Authority	Ed Oliveras Cuyahoga Metropolitan Housing Authority	Christine Wilson Oriana House
John Highman City of Canton	Lina Paesani Cleveland Metropolitan School District	Anita Zaborowski Lake Metroparks

The granting of this Chapter charter under this name constitutes the continuation 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 provision of the By-Laws of the National Institute of Governmental Purchasing.

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 Twentieth day of November, 2014.



Don Buffum, CPPO
NIGP President



NIGP Chapter Charter number 95



Rick Grimm, CPPO, CPPB
Chief Executive Officer

IV. PPANO Code of Conduct

Adopted from the NIGP Code of Conduct

A. Purpose

1. PPANO is dedicated to providing a safe, friendly, welcoming, and harassment-free environment for all organization members regardless of gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity or religion.
2. This code of conduct outlines PPANO's expectations for all members and event participants, including member and non-member attendees, speakers, contractors, exhibitors, sponsors, guests and volunteers. Cooperation is expected from everyone and PPANO will actively enforce this code. Violations are taken seriously. Participants violating this code of conduct may be sanctioned or expelled at the discretion of the PPANO Board of Directors.

B. Scope

1. We expect all members and event participants, including attendees, media, speakers, volunteers, organizers, venue staff, contractors, vendors, sponsors, exhibitors, staff or guests to abide by this code of conduct at all event venues and related social events.

C. Expected Behavior

1. Event and meeting participants are expected to communicate and present themselves in a professional and constructive manner, whether in person or virtually, handle dissent or disagreement with courtesy, dignity and an open mind, be respectful when providing feedback, and be open to alternate points of view. Refrain from demeaning, discriminatory or harassing behavior or speech. We expect all participants to abide by this code of conduct at all events, including ancillary events, and official and unofficial social gatherings.

D. Unacceptable Behavior

1. Harassment includes, but is not limited to, offensive verbal or written comments, and negative behavior, whether in real or virtual space, including those which are related to or are based upon gender, age, sexual orientation, gender identity, gender expression, disability, physical appearance, body size, race, ethnicity, religion or other group identity. Harassment also includes display of sexual images in a public space, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of sessions or other events, inappropriate physical contact, and unwelcome physical contact or sexual attention.

2. Unacceptable behaviors include:
 - Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant at all related events and in one-on-one communications carried out in the context of event venues may be shared with members of the public; please be respectful to all patrons of these locations.
 - Boisterous, lewd or offensive behavior or language, including but not limited to sexually explicit language, profanity, obscene gestures, racial, religious, gender or ethnic slurs;
 - Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability;
 - Inappropriate use of nudity and/or sexual images in public spaces (including presentation slides);
 - Deliberate intimidation, stalking or following;
 - Harassing photography or recording;
 - Sustained disruption of sessions or other events;
 - Unwelcome and uninvited attention or contact;
 - Physical assault (including unwelcome touch or groping);
 - Real or implied threat of physical harm;
 - Real or implied threat of professional or financial damage or harm;
 - Possession of any item that can be used as a weapon, which may cause danger to others if used in a certain manner;
 - Possession of any open can, bottle or other receptacle containing any alcoholic beverages, except in areas specifically designated for the consumption of alcohol; (Please drink responsibly.)
 - Failure to obey the rules and regulations of the venue(s).

E. Consequences of Unacceptable Behavior

1. Harassment and/or unacceptable behavior will not be tolerated whether by PPANO members, attendees, media, speakers, volunteers, organizers, venue staff, contractors, vendors, sponsors, exhibitors, staff or guests.
2. Anyone asked to stop any harassing behavior is expected to comply immediately.
3. Exhibitors are also subject to the code of conduct. In particular, exhibitors should not use sexualized images, activities, or other material. Booth staff (including volunteers) should not use sexualized clothing/uniforms/costumes, or otherwise create a sexualized environment.
4. If a participant, either in real or virtual space, engages in inappropriate, harassing, abusive or destructive behavior or language, the conference organizers may take any

action they deem appropriate, including warning the offender, or expulsion from the conference, without refund of registration fees, and/or banning the offender from future PPANO events and activities.

F. Reporting an Incident

1. The safety and security of our attendees is our number one priority. If you are the subject of unacceptable or inappropriate behavior, notice that someone else is being harassed, or have any other concerns, please notify a PPANO Board of Directors member. All reports will remain completely confidential but subject to any mandatory reporting to the proper authorities, if necessary, as required by law.
2. If possible, provide the following information, preferably in writing:
 - Identifying information (name/badge number, appearance) of the participant doing the harassing;
 - The behavior that was in violation;
 - The approximate time of the behavior (if different than the time the report was made);
 - The circumstances surrounding the incident; and
 - Other people involved in or witnessing the incident.
3. The PPANO Board of Directors will be available to help participants contact hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the event.

G. Addressing Alleged Violations

1. If you feel you have been falsely or unfairly accused of violating this code of conduct you should notify the PPANO Board of Directors with a concise description of your grievance.

V. PPANO Ethics Policy

Adopted from the NIGP Ethics Policy

PPANO 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:

- A. 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.
- B. Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.
- C. 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.
- D. Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- E. Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.
- F. Believes that members of PPANO 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.
- G. Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- H. Resists encroachment on control of personnel in order to preserve integrity as a professional manager.
- I. 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.
- J. Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.
- K. Subscribes to and supports the professional aims and objectives of PPANO.

VI. PPANO Membership and Dues Information

A. Chapter Involvement

1. PPANO'S formal membership plays a key role in its governance, including electing the Board of Directors, amending its Bylaws, and informing its strategic direction. The organization encourages broad participation with PPANO, which helps us all to do our jobs better and enhances our professional collaboration.

B. Regular (General) Membership

1. Membership in the Chapter shall be open to all public institution purchasing and materials management personnel including federal, state, county, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, authorities, libraries and any other political subdivisions of the State; full and/or part time employees of NIGP member agencies provided they spend the majority of their time involved in purchasing or materials management functions; persons with employment in public positions having a direct influence on the public purchasing process; persons who were formerly employed in the public purchasing profession and are anticipating re-entry into the profession. Regular Members shall be eligible to enjoy all the privileges of chapter membership and pay membership dues.

C. Honorary Membership

1. Honorary membership may be conferred by majority vote of voting 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.

D. Retired Membership

1. Retired membership may be conferred upon members of this chapter upon their retirement from the pursuit of their livelihood though active public purchasing or related employment, and upon written request for such membership. Retired Members shall be entitled to vote and hold office and shall pay dues.

E. Student Membership

1. Student membership shall be open to a person who is either actively pursuing a two or four year undergraduate degree, or is engaged in a graduate curriculum in public administration, business administration, public purchasing, materials management, or a related field. Student Members shall not be entitled to vote or hold office and shall be exempt from the payment of dues.

F. Admission

1. Applicants become members upon acceptance of the application, payment of dues, and confirmation by the Membership Committee that they meet all eligibility requirements outlined in the paragraphs above.

G. Revocation

1. The Board of Directors may revoke the membership of any person for nonpayment of dues, or for other just cause, including but not limited to violations of the NIGP or PPANO Code of Ethics. A person considered for membership revocation, except for nonpayment of dues, shall be provided written notice of the proposed action by the Board of Directors and will be given opportunity to show cause as to why the membership should not be revoked.

H. Replacement Membership Policy

1. An entity that paid or reimbursed dues for a member who leaves the Chapter shall be provided the opportunity to replace the member with another person in their entity, in the year 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.

I. Membership Responsibilities

1. Membership in PPANO is open to all individuals primarily employed in public procurement. Each PPANO Member agrees to subscribe to the mission of PPANO and to adhere to NIGP and PPANO Code of Ethics.

J. Membership Dues

1. PPANO shall receive annual dues from members. Invoices will be issued by the Membership Committee to all current members according to the Membership Committee procedures as approved by the Board of Directors. New Members shall pay in full at the time of acceptance into membership. New memberships will be effective on the date of receipt through December 31st of the calendar year. All current members renew on January 1 of the calendar year.
2. Membership Dues are established by the Board of Directors. The Membership Committee Chair shall provide information on the Membership Dues on an annual basis, and advise members of any changes in the dues based on those changes.

VII. PPANO Leadership and Committees

A. Board of Directors

1. The governing body of this chapter will be an executive board called the Board of Directors, chaired by the President, consisting of the Immediate Past President, Vice President, Secretary, Treasurer, Member at Large and all Standing Committee Chairpersons.

B. Officers

1. All Officers are elected by the membership and include:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Member-at-Large

C. Committee Chairs

1. Committee chairs shall be appointed by the President and serve a term of two (2) years (unless the committee chair is assigned to a specific officer). The President may also appoint co-chairs when he or she deems it to be in the best interest of the chapter. In the event that a committee chair position is vacant or vacated, it shall be filled by appointment by the President. Committee Chairs include:
 - Awards & Scholarship Committee
 - Budget and Finance Committee
 - Rules Committee
 - Events Committee
 - Education/Programming Committee
 - Membership Committee
 - Nominating Committee
 - Public Relations Committee
 - Ad Hoc Committees

D. Duties of the Board of Directors

1. The members of the Board of Directors shall be expected to attend all Board of Directors meetings. The Board of Directors shall manage the affairs of the chapter and shall have authority to take such actions as will best serve the interest of the Chapter and its members. Board of Directors members shall be required to remain members of the Chapter in good standing throughout their terms of office. The Board of Directors shall meet whenever necessary at the call of the President.

E. Duties of the Officers

1. Officers of PPANO are responsible for following the Chapter Bylaws and carrying out the duties outline in the Bylaws.

F. Duties of the Committee Chairs

1. Committee Chairs are responsible for following the Chapter Bylaws and carrying out the duties outlined in the Bylaws.

G. Duties of the Committees

1. Committees should consist of at least three (3) members. Meetings of committees may be held by any means of authorized communications equipment. Individuals interested in serving on committees should contact the appropriate committee chair.

VIII. Professional Development Assistance Program

A. Purpose

1. PPANO has established the Professional Development Assistance Program (PDAP) for the purpose of providing funds to individual PPANO members who wish to further the development of their purchasing skills and professionalism. Funds from PPANO's PDAP are available to supplement other funding sources available to members. PPANO members should explore all other sources of funding in tandem with requesting PDAP funds.

B. Program Administration

1. The Awards & Scholarship Committee administers this program.
2. The chairperson of the committee will determine when the committee meets and when PDAP applications will begin being accepted for a budget year.
3. PDAP review/award meetings and award votes may take place by any approved electronic means.
4. Committee members will review and make determinations of awards based on a majority vote. These determinations should be made within four (4) weeks after the PDAP committee chair receives the applications and all supporting documents.
5. The Committee will review each PDAP application in order based on the date of submittal and may award funds until the budget for a calendar year has been exhausted.
6. The Committee Chair will notify applicants of the committee's decision.

C. Program Policies

1. Requests for assistance will not be considered unless accompanied by a completed PDAP Application. (See Appendix A)
2. Assistance will be available for the following events and ancillary costs:
 - a. Seminars (procurement related workshops and educational courses)
 - b. Conference costs (purchasing related events)
 - c. UPPCC certification and recertification costs
 - d. Attendance at purchasing related National Committee and Board Meetings when the travel is not otherwise covered under the PPANO Official Business Travel Policy.

3. The total number of awards per year will be based on available funds approved in each year's budget.
4. The amount of total assistance available to a member in a 12 month period will be based upon a point system.
 - a. Calculation of points will only be for accomplishments within the 12 months immediately preceding the application date (with the exception of points for certification of CPPB, CPPO, and C.P.M.).
 - b. Evidence or supporting documentation of points earned shall be requested, by the committee, as part of the review of the application. The review of an application will not continue until requested evidence or documentation is submitted to the committee chair.
 - c. Only the points shown on the application will be used in the evaluation of available funds for award.
 - d. Points are nontransferable.
5. Multiple PDAP applications may be submitted for separate events provided total funding awarded to an individual member in a budget year does not exceed the funds available to the member based on the point system.
6. PDAP applications will be considered for future events only.
7. Awarded funds may only be used for the specific event listed on the PDAP application. In cases where an event is canceled, the applicant may reapply for funds not used due to cancellation.
8. Failure to use awarded funds shall result in forfeiting the individual rights to the awarded funds for that budget year except as permitted in Section 7 above.
9. An 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 PPANO travel policy in effect at the time the PDAP application is approved.
10. Awarded funds are not transferable.

D. Qualifications

1. An applicant must have been a PPANO member for twelve months prior to the date a PDAP application is submitted.

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2. An applicant must be an active PPANO Member at the time of application and at the time of reimbursement. For the purposes of this section, an active PPANO Member is a member who has:
 - a. Attended a minimum of two PPANO meetings (committee, board, general membership, etc.) within the 12 months prior to submitting the PDAP application.
 - b. Membership dues that are paid.
 - c. Participated on at least one committee or attended at least one major PPANO event in the past 12 months.

3. Total available funding assistance for each member in a 12 month period is based on the following point system:

Points Accrued	Maximum Available Funds in a 12 month period
2-3	\$100
4-6	\$200
7-9	\$500
10-11	\$650
12 +	\$800

4. Points are available as follows:

Activity	Possible points in 12 month period
NIGP National Member	1
NIGP or UPPCC Board or Committee Member	2
PPANO Officer (Points can be awarded once only for either being a PPANO Officer, a PPANO Board Member/Committee Chair, or a PPANO Assistant Committee Chair.)	4
PPANO Board Member/Committee Chair (Points can be awarded once only for either being a PPANO Officer, a PPANO Board Member/Committee Chair, or a PPANO Assistant Committee Chair.)	3
PPANO Committee Assistant-Chair (Points can be awarded once only for either being a PPANO Officer, a PPANO Board Member/Committee Chair, or a PPANO Assistant Committee Chair.)	2
PPANO Committee Member (This point can only be awarded once. Board Members or Committee chairs who serve on or chair more than one committee may also be awarded this point.)	1
Certification (CPPO, CPPB, CPM) (Points will only be awarded for one certification)	2
Teach NIGP Sponsored Class (points awarded for only one class)	3
Submit/Publish an Article in an NIGP publication	2
Submit/Publish an Article in the PPANO Newsletter	1
Recruit a New Member in the PPANO Chapter	1
Program Presenter at a PPANO Membership Meeting	1
Attendance at two PPANO General Membership Meetings	1
Volunteer to work at a PPANO event (Points awarded once in a 12 month period)	2
Hours awarded for working on a committee or special project (3 hours equals 1 point)	1+

E. Application

1. An applicant must submit a complete PDAP application and include any required attachments or support documentation. Failure to do so may result in disqualification. Clarifications may be requested.
2. A completed PDAP application should be submitted as early as possible prior to the date of the scheduled event for which funds are being requested.

F. Use of Funds

1. All funds will be distributed by following the guidelines in the PPANO Travel Policy.

IX. PPANO Travel and Reimbursement Policy

A. General Information and Policies

1. This section covers the expenditure and reimbursement of all official PPANO business travel and funds distributed through the PDAP.
2. All funding referenced in this section and manual is subject to the availability of funds and the approval of the PPANO Board of Directors.
3. Travel by Air: PPANO does not permit and shall not reimburse costs for first class travel or business class travel. Member shall book air travel, whenever possible, well in advance of the travel dates in order to obtain the lowest fare possible, as PPANO will only pay for the lowest negotiated coach or tourist class round-trip fare.
4. Travel by Automobile: PPANO shall reimburse travel by automobile at the IRS mileage reimbursement rate per mile in place at the time of travel. A member electing to travel by vehicle in lieu of travel by air will only be reimbursed up to the amount of an airline ticket as detailed in above if vehicle travel is less expensive than air travel, the member will only be eligible for the rate per mile.
5. Per diem, as used in this section, refers to costs associated with parking, tolls, meals not covered by an event or conference that one spends in relation to travel on behalf of PPANO or an event covered by the PDAP.

B. PPANO Official Business-Travel on behalf of PPANO

1. PPANO will pay for any PPANO member to attend an event on PPANO's behalf (i.e. conference, vendor fair, career day, etc.) which is considered PPANO business.
2. All travel costs by Members, Board of Directors, Officers, etc. must be approved by the PPANO Board of Directors prior to making travel arrangements (air, hotel, mileage, food, etc.).
3. Covered expenses include registration fees, lodging, per diem expenses up to the amount set by the Board of Directors, and travel to and from the event.
4. Subject to prior approval by the Board of Directors, PPANO will pay for the following expenses in advance of the official Travel on behalf of PPANO: registration fees, lodging, and airfare to and from the event.
5. In the event that any funds are forfeited as a result of a travel cancellation, the PPANO Member, Board Member, Officer, etc. will be responsible for reimbursing PPANO for the loss. If reimbursement is not made, the PPANO Member, Board

Member, Officer, membership in PPANO may be forfeited subject to a vote of the Board of Directors.

6. If one is required to drive on official PPANO business mileage will be reimbursed subject to the other policies and procedures of this section.

C. PDAP Travel

1. PPANO may pay for the following expenses, up to the value of the PDAP award, if the award is used for an approved event: registration fees, lodging, per diem expenses up to the amount set by the Board of Directors, and travel to and from the event.
2. All allowable expenses up to the amount of the PDAP award will be reimbursed subject to the reimbursement provisions below.

D. NIGP Forum

1. PPANO will fund the President to attend the NIGP Annual Forum. Covered expenses include registration fees, lodging, travel to and from the event and per diem expenses up to the amount set by the Board of Directors.
2. In the event that the President cannot attend the NIGP Annual Forum, the Vice-President may attend as his/her replacement. The same expenses will be covered.
3. If the Vice-President cannot attend, the Board of Directors may choose to send a different Board Member in his or her place.

E. Reimbursement Policy

1. All reimbursement, travel or otherwise, must be submitted to the PPANO Treasurer using the PPANO Expenditure Report and Claim Form with proper documentation. (See Appendix B) Proper documentation will vary based on the type of reimbursement requested. Common examples of proper documentation include but are not limited to: receipts, registration confirmations, copies of airline tickets, etc.)
2. The Treasurer is responsible for confirming that all documentation is accurate and proper and for making out the reimbursement check unless he or she is the PPANO member being reimbursed. In the event that the Treasurer is reimbursed, this shall be the responsibility of the President. No PPANO officer shall be permitted to sign a check for his or her own reimbursement.
3. The Treasurer shall keep a log of all reimbursements and give a report to the Board at all Board of Directors meetings.
4. Once a reimbursement has been made, all documentation will be given to the Secretary for records keeping and auditing purposes.

X. Awards and Recognition

A. Overview

1. The Awards & Scholarship Committee shall be responsible for coordinating and overseeing the awards process and nominations for PPANO. This involves the participation in both national awards programs sponsored by NIGP and PPANO sponsored awards for recognition of its members.

B. National Awards

1. At the national level, NIGP sponsors various individual, chapter, and agency awards. The PPANO Awards & Scholarships Committee is responsible for facilitating and overseeing the participation in these awards by PPANO and its members. The nomination of PPANO and its members shall be at the discretion of the Committee.

C. PPANO Awards

1. Annual Awards

The Awards & Scholarships Committee is also responsible for organizing and awarding annual chapter member awards at the annual PPANO meeting. This includes developing the awards and selecting the winners. The award names and purposes may change from time to time but should generally be awarded for distinguished contributions to the organization as a whole. Awards may include the following: President's Award, Board Member of the Year, Committee member of the Year, etc.

2. Other Awards

The Awards & Scholarships Committee may determine that a PPANO member deserves a special recognition. As these situations arise, it shall develop and award these special recognitions pending PPANO Board of Directors approval.

XI. PPANO Meeting Procedures

- A. PPANO shall follow the parliamentary procedures per Robert's Rules of Order for general and board meetings.
- B. Meetings shall be announced at least 15 days in advance per the PPANO Bylaws.
- C. Agendas will be provided to each member at the membership meetings.
- D. Typical agenda
 - 1. Call to order
 - 2. Roll call
 - 3. President's remarks
 - 4. Acceptance of minutes from last meeting
 - 5. Treasurer's report- approval
 - 6. Board member reports
 - 7. Committee reports
 - 8. Unfinished business
 - 9. New business
 - 10. Guest Speaker
 - 11. Adjournment
- E. Minutes of the meetings will be recorded by the Secretary and presented to the Board of Directors for approval prior to the next meeting. The minutes shall be preserved for the duration of the Chapter following the Records Retention policy. The minutes will be stored electronically, if available, printed for members and distributed at meetings.

XII. Social Media Policy

A. Overview

1. The Public Relations Committee (Committee) shall oversee all activities related to promoting the chapter to both outside entities and PPANO members. The Committee shall be comprised of at least three (3) members. The Chairperson of the Committee will provide the overall direction.

B. Chapter Newsletter

1. There shall be a chapter newsletter published at least four (4) times per year leading up to each General Membership meeting of the Chapter. Additional newsletters may be produced as the committee deems necessary in order to promote certain Chapter activities or major events. The Committee shall work with chapter members in order to gather articles, stories, or general pieces of interest to include in the newsletter. The newsletter shall be distributed to all members via email, and hard copies may be available at each General Membership meeting.

C. Social Media Director

1. There shall be a Social Media Director who is a member of the Committee. The Social Media Director shall be approved by the Board of Directors and will have the responsibility to manage all chapter social media accounts. Social media platforms include, but are not limited to, Facebook, Twitter, You Tube, and LinkedIn. Additional social media platforms may be added by the Social Media Director subject to the approval of the Board of Directors.
2. The Social Media Director will be responsible for maintaining passwords for all of the accounts. There shall be a member of the Public Relations Committee designated as the backup to the Social Media Director and shall also have access to the various passwords. The backup Director shall have the ability to update content on the various platforms in the absence of the Social Media Director. In addition, the President shall have access to these passwords in order to update the accounts, if needed.
3. The Social Media Director shall only post PPANO or NIGP related information to the various platforms. All chapter activities, events, accomplishments, and other newsworthy stories shall be promoted through the social media outlets. The Social Media Director shall work with the PPANO Board of Directors and the Public Relations Committee members to develop content for all of the accounts. The Board of Directors shall have the ability to remove, or order the removal, of any content deemed not in the best interest of the Chapter.

4. Position Description for Social Media Director

- Build and maintain an active social media presence across our primary channels (Facebook & Twitter) as well as secondary channels (Google+, LinkedIn, Pinterest, YouTube, etc.).
- Develop, curate, and post blog content on social media sites.
- Through storytelling, highlight our projects and successes and drive engagement among our community.
- Work in collaboration with the Webmaster to help curate and build content on our Chapter Manager (PPANO) website to accentuate our social media outreach and share information on social media.
- Assists in tracking our impact with data analysis tools (Google Analytics, Facebook Insights, etc.).
- As needed, assists the Webmaster in making changes and improvements to our website from time to time.

D. Webmaster

1. There shall be a Webmaster who is a member of the Committee. The Webmaster will be a volunteer position approved by the Board of Directors of the Chapter and will have the responsibility to manage the official PPANO website (ppano.org). There shall be a member of the Public Relations Committee designated as a backup with access to edit the website, in the absence of the Webmaster. The President shall also have access to edit the website.
2. The Webmaster shall only post PPANO or NIGP related information to the website. All Chapter activities, events, accomplishments, and other newsworthy stories shall be promoted through the website. The Webmaster shall work with the Board of Directors and the other Public Relations Committee members to develop content for the website. The Board of Directors shall have the ability to remove, or order the removal, of any content deemed not in the best interest of the Chapter.

E. Promotional Materials

1. The Public Relations Committee shall have the responsibility to develop materials promoting the Chapter to potential members and potential members' entities for use by the Membership Committee when recruiting new members. These materials can be in the form of brochures or other literature that highlight the benefits of membership in PPANO for both the individual and the entity. The Committee shall be responsible for periodically updating the materials as needed. The Public Relations Committee shall gather input from the Membership Committee when developing or updating materials. The Board of Directors shall have final approval prior to any new or updated materials being distributed.

F. Media Relations

1. The Public Relations Committee shall be responsible for notifying local media outlets, NIGP, or other outside entities of special accomplishments of the Chapter or Chapter members. The notifications can be made via email, standard mail, phone calls or by any other means accepted by the various outside entities. The Board of Directors shall have the final approval of any notification proposed to be sent out by the PR Committee.

XIII. PPANO Records Retention Policy

- A. All records relating to PPANO Chapter business shall be maintained in a physical and electronic storage system for history and safeguard of documents. Sensitive and personal information should be destroyed before publication. Secure physical storage will be provided by the Secretary to preserve documents generated by PPANO or received for the Chapter.
- B. Destroying outdated documents must be approved by the PPANO Board of Directors. A secure manner of destruction should be provided by the Secretary to preserve the safety of any sensitive data.
- C. All records are to be transferred to the next Secretary upon swearing in of new officers.

Appendix A
PPANO Professional Development Assistance Program Application

Name of Applicant: _____ **Date:** _____

Employer: _____

Work Phone: _____ **Cell Phone:** _____

Email: _____

Event to be attended: (Limit one request per application) _____

General Description: _____

Event Date(s): _____ **Sponsored By:** _____

Location: _____ **Total Cost:** _____

Applicant Contribution: _____ **Entity Contribution:** _____

Amount of Previous PDAP Award(s) In the Past 12 Months: \$ _____

Requested Funding Amount (Maximum \$800): _____

Qualifications:

Mandatory:

PPANO Member: Date of Membership/Last Renewal: _____

Dates of PPANO meetings attended within the last 12 months (2 minimum):

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

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

Activity	Required Information	Applicant's Response to Column 2	Used by Chair
NIGP National Member	NIGP Membership Number		1
NIGP or UPPCC Board or Committee Member	Name of Board or Committee		2
PPANO Officer (Points can be awarded once only for either being a PPANO Officer, a PPANO Board Member/Committee Chair, or a PPANO Assistant Committee Chair.)	Name of Office		4
PPANO Board Member/Committee Chair (Points can be awarded once only for either being a PPANO Officer, a PPANO Board Member/Committee Chair, or a PPANO Assistant Committee Chair.)	Committee Chaired		3
PPANO Committee Assistant-Chair (Points can be awarded once only for either being a PPANO Officer, a PPANO Board Member/Committee Chair, or a PPANO Assistant Committee Chair.)	Name of Committee		2
PPANO Committee Member (This point can only be awarded once. Board Members or Committee chairs who serve on or chair more than one committee may also be awarded this point.)	Name of Committee		1
Certification (CPPO, CPPB, CPM) (Points will only be awarded for one certification)	Certification Earned/Proof		2
Teach NIGP Sponsored Class (points awarded for only one class)	Name of Class/Provide Syllabus		3
Submit/Publish an Article in an NIGP publication	Name and Copy of Article		2
Submit/Publish an Article in the PPANO Newsletter	Name and Copy of Article		1
Recruit a New Member in the PPANO Chapter	Name of Member		1
Program Presenter at a PPANO Membership Meeting	Presentation Name and Date		1
Attendance at two PPANO General Membership Meetings	Date of Meetings		1
Volunteer to work at a PPANO event (Points awarded once in a 12 month period)	Event Worked		2
Hours awarded for working on a committee or special project (3 hours equals 1 point)	Name Committees and Projects - Will be conformed with Committee and/or Project Chairs		1+

Submit completed application and form to the Awards and scholarships Committee Chair.



APPENDIX B - PPANO EXPENDITURE REPORT AND CLAIM FORM

The undersigned officer affirms that the following purchases were completed on behalf of the Public Purchasers Association of Northern Ohio (PPANO) and are funded by the Officer or Committee specified to the right. Reimbursement of expenses in excess of any cash advance obtained from PPANO is requested herewith as detailed below. A refund of remaining cash advance is attached, if applicable.

Note: Please obtain a Federal tax ID from vendors providing goods or services to PPANO. A copy of the IRS W-9 form is available here to facilitate payment for goods or services. PPANO's EIN is 47-1914885. Receipts for all items listed below must be attached to this summary report.

Table with 2 columns: DESCRIPTION OF ITEM, AMOUNT. Includes rows for Total Expenditure, Less Cash Advance, and Net Amount Due (Owed).

Submitted by:
Print Name:
Signature:
Date:
Mail Check to:
Street Address:
Address Line 2:
Apartment Number:
City:
State: Zip Code:

OFFICER OR COMMITTEE FUNDING EXPENDITURE:

- Chapter Management
President
Vice President
Secretary
Treasurer
Immediate Past President
Awards and Scholarships
Membership
Events
Public Relations
Conference
Rules Committee
Program/Education
Nominating
Budget and Finance
Strategic Planning
NIGP Liaison
Outreach
March is Purchasing Month
Other:

Specify here

PLEASE DO NOT WRITE BELOW THIS LINE

TREASURER ONLY

Table with 2 columns: BUDGET LINE DESCRIPTION, AMOUNT. Includes a shaded row for TOTAL EXPENDITURE.

Check #: Check Date:

Entered By: Date: