



**CALIFORNIA ASSOCIATION  
OF  
HOSTAGE NEGOTIATORS**

**CONSTITUTION / BYLAWS**

*As amended January 2019*

# CALIFORNIA ASSOCIATION OF HOSTAGE NEGOTIATORS

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## CODE OF ETHICS

As a member of the California Association of Hostage Negotiators, my fundamental duty is to serve mankind, protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the inalienable rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all, maintain courageous calm in face of danger, scorn, and ridicule, develop self-restraint, and to be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and professional official business, I will be exemplary in obeying the laws of my country and the constitution and bylaws of this Association. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity, will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my Association as a symbol of faith and I accept it as trust to be held so long as I am true to the ethics of this Association. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.

*As amended: 4/05*

### **SECTION I: NAME**

The name of this organization shall be the California Association of Hostage Negotiators (C.A.H.N.).

### **SECTION II. PURPOSE**

The purpose of this organization shall be to:

1. Encourage an exchange of ideas and information within the field of hostage negotiation, both technical and investigative.
2. Foster friendship and cooperation among various members of the Association.
3. Stimulate research and the development of new techniques within the field of hostage negotiations.
4. Render financial support for worthy projects.
5. Compilation of statistical data of value in the field of hostage negotiations.
6. Endeavor to provide education in the field of hostage negotiation as a phase of public safety.
7. Encourage a high level of professional competence among negotiators.

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8. Encourage the use of improved procedures and methods of negotiation.
9. Lend assistance whenever possible in formation of training programs.
10. Abide by the Code of Ethics.

*As amended: 4/05*

### SECTION III. OBJECTIVES

To further the objectives stated above, but not in limitation thereof, the Association shall have the power to collect and disseminate statistics and other information; to conduct research and investigations; to engage in various fund-raising activities; to conduct promotional activities, including advertising and publicity, in or by a suitable manner or media; and to hold property as is necessary to accomplish its purposes. The Association shall have the power to do any lawful act reasonably necessary or desirable to carry out its purposes and for protecting the lawful rights and interests of its members or affiliates.

*As amended: 5/06*

### SECTION IV. MEMBERSHIP

A. There shall be three categories of membership. Application for membership and annual dues payment shall be submitted to the Executive Secretary for review, approval, and referral to the appropriate Regional Secretary. Each membership category shall have the following requirements and the membership term will be yearly from July 1st to June 30th. The amount of annual membership dues shall be set by the Executive Board and be equal for both Active and Associate members.

1. **ACTIVE** members shall enjoy all the rights and privileges of membership in the Association, including the right to vote. Active members are:
  - a. full-time sworn peace officers, from within or outside the United States of America; except, however, that no active member employed full-time outside the State of California shall hold office.
  - b. full-time non-sworn officers, examples include community service officers or dispatchers.
  - c. individuals who have an association with law enforcement directly related to hostage/crisis negotiations. The association may be one of consultant, clergy, or contract-provided service(s), or similar. Examples include mental health professionals, or Reserve Peace officers.
  - d. individuals who have a professional interest in hostage/crisis negotiations, and their membership will benefit the Association as well as themselves. Examples include retirees who qualified for membership prior to their retirement.
2. **ASSOCIATE** members are those individuals who are employees of firms that provide

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equipment and services to negotiation teams, telephone company liaison to law enforcement, or other technical specialists.

Persons applying for Associate Membership submit their application to the Executive Secretary. Prospective Associate Members must include a memorandum of sponsorship by a current CAHN member with their application.

Applications and sponsorship memorandums shall be reviewed by the Executive Secretary and presented to the Executive Board for approval/denial.

Associate members may participate in Association meetings and functions but shall not have the right to vote or hold office and may not attend or participate in meetings and functions in which confidential matters (as determined by the Executive Board) are discussed or presented.

3. **HONORARY LIFE MEMBERSHIPS** are of two types. The first category are those granted by the Executive Board to those persons, who, in their opinion, have rendered outstanding service to the Association or to the field of Hostage Negotiation, or who, by virtue of their contributions to the discipline of hostage/crisis negotiation, have been deemed worthy of life membership. Honorary Life Memberships shall be granted only after a thorough evaluation by the Executive Board of the prospective member reveals that such service has been rendered voluntarily, altruistically or without consideration of personal gain.

*As amended: 1/18*

The second category is known as the President's Award and will be given only at the discretion of the Executive Board and only to person's who have completed at least two full terms as the Association President and given upon vacating the office of President.

*As amended: 1/17*

4. Honorary Life members shall enjoy all the rights and privileges of membership in this Association and are not required to pay annual dues.

*As amended: 1/18*

### **B. TERMINATION OF MEMBERSHIP**

1. Termination of membership may be voluntary or involuntary.

Voluntary termination may be affected upon written request of the involved member, directed to the appropriate Regional Board, who will notify the Executive Secretary, so the membership is cancelled through the website.

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2. Membership may be involuntarily terminated for cause. The causes for initiation of termination may include:
  - a. Unethical conduct
  - b. Conduct detrimental to the welfare of the Association
  - c. Failure to pay dues as specified
  - d. No longer meets membership criteria.
3. In order for the Executive Board to consider an involuntary termination for causes a and b as stated above, there shall have been submitted to their Regional Board, a formal letter of complaint signed by at least three (3) current members, which specifically sets forth the reason(s) for which another member's continued membership is being questioned. Causes c and d as stated above may be determined by the Executive Secretary unless unusual circumstances include causes a and or b.
4. The Regional Director of the involved member shall ensure that said member is notified of the nature of the complaint, in writing and by certified mail, within ten (10) days of receipt of the complaint. The Regional Director shall also ensure that a current copy of these By-Laws is enclosed. The involved member shall have ten (10) days from the date of receipt of notice to respond if desired.
5. The Regional Director of the involved member shall ensure that a written report of investigation, having been conducted by 3 selected members of the Regional Board, is forwarded within sixty (60) days, to the Executive Board. Said report shall include comments, if any, by any member of that same Regional Board.
6. Involuntary termination for causes a or b, will be by a two-thirds of the Executive Board members after a thorough review of the written report of investigation of the submitted charges. The involved member shall be notified by certified mail within ten (10) days of the vote of the Executive Board, and he/she may submit a written appeal by certified mail within forty-five (45) days of the vote. The termination shall be final if a written appeal is not received during the allotted time. In the event a written appeal is submitted in both a timely and proper manner, the President shall schedule a special meeting of the Executive Board as soon as is practical, to hear from the appellant. During this special meeting, the Executive Board shall allow the appellant to address the Board, shall consider the appeal, and shall make a final decision, again by a vote of two-thirds vote to terminate a membership.
7. The Executive Board shall have the power to suspend membership privileges pending the outcome of an investigation, if they deem a risk to the integrity of the Association exists.

*As amended: 1/18*

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## SECTION V: CONDUCT OF ELECTED OFFICERS

There are two methods in which a Board member may be removed from their position. One is for causes of unethical conduct/conduct detrimental to the Association and the other is for failure to uphold the duties of the office to which they were elected.

- A. Causes for removal shall be unethical conduct, conduct detrimental to the welfare of the Association and failure to uphold the duties of the office they hold.
  - 1. REGIONAL ELECTED OFFICER - Inquiry into conduct of a Regional elected officer may be instituted by the presentation of a petition containing the signatures of ten or more active members of the region in question. The petition shall set forth the causes of said investigation. The President may also cause an investigation to be made regarding alleged misconduct on the part of any elected Regional officer.
  - 2. MEMBER OF THE EXECUTIVE BOARD - An inquiry into the alleged misconduct of a member of the Executive Board may be instituted by the President, any three members of the Executive Board, or by presentation of a petition containing the signatures of ten (10) or more active members.
- B. When an allegation which would result in removal of an elected officer is made, the Executive board shall notify him/her in writing as to the nature of the allegations. All investigations for removal of an elected officer shall be conducted by no less than three (3) appointees, from the Executive Board, selected by a majority vote of the Executive Board. These appointees may not be a party to the action under investigation.
- C. The results of the investigation shall be made available to the Executive Board as expeditiously as possible, but no later than sixty (60) calendar days from the date of appointment of investigating appointees. The Executive board shall notify the concerned officer(s) of their findings, in writing.
- D. In all cases of substantiation of the allegations against an elected officer, the Executive Board shall afford the affected officer the opportunity to respond to its decision within fifteen (15) days of written notification. The decision shall be final if no written response is received in the allotted time.
- E. In all cases of substantiation of the allegations, the charged officer may be subject to the following action or combination thereof, based on a majority decision of the Executive Board:
  - 1. Censure
  - 2. Removal from the Board
  - 3. Termination of membership

*As amended: 1/18*

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## SECTION VI: ORGANIZATION

- A. The California Association of Hostage Negotiators shall be divided into two regions.
1. The **Northern Region** shall consist of the counties of Monterey, Kings, Tulare and Inyo, and all counties north thereof.
  2. The **Southern Region** shall consist of the counties of San Luis Obispo, Kern and San Bernardino, and all counties south thereof.
  3. All out-of-State members shall be assigned for administrative purposes to one of the two Regions, at the discretion of the Executive Secretary.

*As amended: 9/06*

### B. OFFICERS: GENERAL REQUIREMENTS

1. The officers of the Association shall be active members with a minimum of one year's membership and be or have been active hostage/crisis negotiators, or officially affiliated with a criminal justice agency hostage/crisis team at the time of their election or appointment.
2. All officers shall serve terms of two years, with certain terms staggered, as set forth elsewhere in these By Laws, so as to promote continuity of experience on all three Boards, Executive and North/South Regional.

### B. OFFICERS: TERM LIMITS. To promote the greatest level of involvement from the membership, officers of the association shall be limited to the number of terms they may serve in office.

1. Effective with the first election cycle in 2016, members of the Executive Board shall serve no more than (3) three consecutive terms in the same position.
  - a. In the event there are no candidates drawn from the nomination process, the President may nominate a member to serve in the unfilled position, with the concurrence of the Executive Board. This nomination may include the termed-out officer, if no other member expresses interest.
  - b. Once termed out, an officer may not run for the same position they were limited out of until one full term has passed. After that, limits are reset. Term limits are not lifetime limits on service and are position-specific. For example, a termed-out vice-president may serve three terms as president.
  - c. Terms served prior to the adoption of this policy shall not be counted against the limits.

*As amended: 6/15*

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- D. **OFFICERS: EXECUTIVE BOARD** - The Executive Board shall consist of the following fifteen persons, whose terms of office shall be of two years' duration:
1. **President**, who shall be elected in **even-numbered** years.
  2. **Vice President**, who shall be elected in **odd-numbered** years.
  3. **Conference Chair**, who shall be elected in **even-numbered** years.
  4. **Executive Secretary**, who shall be elected in **odd-numbered** years.
  5. **Executive Treasurer**, who shall be elected in **odd-numbered** years commencing in the 2019 elections.
  6. **One Northern and one Southern Region Representative**, each of whom shall be elected in **even-numbered** years.
  7. **One Northern and one Southern Region Representative**, each of who shall be elected in **odd-numbered** years.
  8. **Northern Region Director**, who shall be elected in **odd-numbered** years, commencing with the 2019 elections.
  9. **Southern Region Director**, who shall be elected in **even-numbered** years.
  10. **Regional Secretaries** – elected in **even-numbered** years;
  11. **Regional Treasurers**– elected in **odd-numbered** years;

*As amended: 1/19*

- E. For the state offices of President, Vice President, and Conference Chair, the prospective candidate must have prior Regional or State Board experience. If the prospective candidate has prior experience on a police related board, similar to that of CAHN, this requirement may be waived, at the discretion of the current President (Vice President in the case of a candidate for President), with the concurrence of the Executive Board.

*As amended: 1/17*

- F. For the regional office of Northern and Southern Region Director, the prospective candidate must have prior Regional board experience. If the prospective candidate has prior experience on a police related board, similar to that of CAHN, this requirement may be waived, at the discretion of the current President, with the concurrence of the Executive Board.

*As amended: 1/13*

- G. In the event there is a midterm vacancy of any Board position, the remainder of the unexpired term shall be filled as follows:
1. by the Director of the affected Region, if the office is the Regional Secretary or Treasurer and with approval of their Regional Board.
  2. by the Executive Board, if the office is that of Vice President, Conference Chair, Executive Secretary, Executive Treasurer or Regional Director with nominations from the President and

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approved by the Executive Board. For Region Representatives, nominations shall come from the Executive Board members of the affected Region.

3. In the event the vacant position is that of President, the Vice President shall become the Acting President. The Acting President shall nominate a temporary replacement for Vice President to act in their place until the current President's term expires. This nominee must be approved by the Executive Board. Upon expiration of the term, the Acting President shall return to their Vice President position.

*As amended: 1/18*

- H. The Executive Board shall hold meetings at such regular times and upon such calls as it may specify. A quorum at any meeting shall consist of not less than ten (10) Executive Board members or their designees. Between meetings of the Executive Board, Board members will perform their specific duties and functions. Some functions or duties may be performed by others as the Executive Board may designate.

*As amended: 1/19*

1. In cases where action by the Executive Board is necessary outside a regularly scheduled meeting, the President or designee may initiate board action by requesting an electronic vote of the Executive Board. Each electronic vote contains two parts:
  - a) 2/3s of all Executive Board members must vote affirmatively to consider the motion electronically. The motion must include a statement why action was taken. If approved:
  - b) 2/3s of all Executive Board members must vote yes or no on the proposal. Majority votes will prevail.

The secretary shall record the vote and shall read the motion into the minutes into the next regularly scheduled board meeting.

*As amended: 1/18*

- I. The Executive Board may, at its discretion, select an Administrative Coordinator, who shall serve at the pleasure of the Board, and shall be responsible to the Board for the administration of Association business.
  1. Said Administrative Coordinator shall not be a member of the Executive Board but shall be present for and participate in all business conducted by the Board, other than any personnel matters handled by the Board which pertain to the conduct and/or performance evaluation of said Administrative Coordinator.
  2. The duties of the Administrative Coordinator may include:
    - a. liaison with investment advisor and account managers;
    - b. maintenance and oversight of any insurance policies the Board determines are desired;

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- c. maintenance of membership records, annual renewal procedures, and related liaison with the Executive and Regional secretaries;
- d. functioning of the Association central mail repository, handling and distribution of written communications and membership applications, immediately upon receipt;
- e. inventory of all Association equipment;
- f. oversight of the Association website;
- g. scheduling, coordinating and facilitating arrangements for required Executive Board meetings; (and other meetings as may be required by the Executive Board.)
- h. other duties by mutual agreement, as negotiated by the Executive Board.

*As amended: 1/13*

3. The Administrative Coordinator shall be compensated for said services as set forth by contractual agreement between the Executive Board, and the Administrative Coordinator, functioning as an independent contractor, and not as an employee of the Association. Such compensation shall be in addition to all business expenses, such as printing, postage, and necessary supplies. Likewise, the Association shall cover travel expenses for the Administrative Coordinator, as it does for Executive Board members, for the performance of Association business; no travel expenses shall be incurred by the Administrative Coordinator however, without the express prior approval of the President of the Association.
4. The Administrative Coordinator shall serve at the will of the Executive Board, subject to termination with or without cause upon receipt of proper written notice.

### **SECTION VII: ELECTIONS**

Proper electoral procedures are an essential function of the Executive and Regional Boards. Elections per the schedule noted in Section VI, D will be conducted regionally for regional positions and membership wide for executive board positions. All elections will be conducted via the CAHN website by electronic balloting.

The Regional Officers and Regional Representatives to the Executive Board, consistent with Section VI. D. above are to be elected by their respective Regions, via the CAHN website, during the last two weeks of the Board approved election cycle. (beginning on the appropriate Monday).

- A. At the last Regional Training Meeting prior to the conclusion of elections, all candidates, both regional and state, will be given an opportunity to outline his/her qualifications and desires to hold office. In case a candidate cannot attend this meeting, a representative of his/her choice may speak on that candidate's behalf. Candidates may also elect to present their qualifications and desires at the Annual Conference.

*As amended: 1/18*

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### B. State and Regional Nominations:

1. Members interested in serving in state or regional positions must be nominated, and accept their nomination, no later than four weeks prior to the election cycle. Nominations will be solicited at regional training sessions and by email via the CAHN website. Members may be nominated at a regional training or by submitting via email to the Executive Secretary or the Executive Treasurer if the Executive Secretary is running opposed. If both the Executive Secretary and Executive Treasurer are running opposed, nominations shall be submitted via email to the President. All nominees must indicate they are willing and able to serve. Members may nominate themselves.

*As amended: 1/19*

2. If there is only one qualified candidate for an office, an election will not be required. An announcement of the newly elected person will be sufficient and made at the time election results are announced.
3. Nominees may provide a biography regarding the office for which they are running. This biography will be posted on the CAHN website for no less than a two-week period at the beginning of the Board approved election cycle.

*As amended: 1/18*

### C. Voting:

1. Voting will be conducted via the CAHN website in the following manner:
  - a. All current CAHN members have the ability to access the website and review biographies and statements of the nominees.
  - b. Each current CAHN member will be allowed to submit one vote per position up for election. Members may only vote for a candidate of a regional position in their own region. They will submit their votes via the CAHN website as instructed by the Executive Secretary or the Executive Treasurer will facilitate the association elections if the Executive Secretary is a candidate in a contested election. The President shall facilitate the elections if both the Executive Secretary and Executive Treasurer are running opposed.

*As amended: 1/19*

- c. CAHN will outline electronic voting procedures and may allow for alternate voting methods on a case-by-case basis.
2. Elections are based on simple majority voting system.

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3. The elections shall be concluded no later than two weeks prior to the start of the term (January 1<sup>st</sup> each year).
4. The results of the Executive and Regional elections will be announced at the conclusion of the elections by email to the membership and posted on the CAHN website. All Executive and Regional officers elected will assume their offices on January 1<sup>st</sup>.

*As amended: 1/18*

### SECTION VIII: DUTIES OF EXECUTIVE / REGIONAL OFFICERS

- A. The **PRESIDENT** shall coordinate and manage the organization. The President shall exercise powers not specifically excluded in the Constitution and By-Laws. The President shall be the spokesperson for this organization and shall preside at the business meetings and the Annual Training Conference. The President will make parliamentary decisions and shall place all matters on the agenda as required by the By-Laws. The President will assist with voting issues when the Vice President is a candidate in a contested election. The President shall be co-owner of the bank and investment accounts along with Executive Treasurer. The President shall be the hotel liaison/meeting planner for Executive Board meetings and the Annual Training Conference; Hotel Liaison includes selecting location/lodging for the meetings. The President shall present proposed Conference sites to the Executive Board for review and approval. Proposed Conference sites should be reviewed and approved 2 years in advance in order to ensure we get the dates preferred for the Conference starting, with the 2020 Conference site. Dates preferred are the last full week in September, starting on a Sunday. Dates can fluctuate one week before or one week after. The President shall facilitate the elections if both the Executive Secretary and Executive Treasurer are running opposed.

The President shall only vote on CAHN business issues in the case of a tie.

*As amended: 1/19*

- B. The **VICE-PRESIDENT** shall act for the President in his/her absence or in any disciplinary action where the President is involved. If the Vice-President should succeed the President, he/she will complete the unexpired term. The Vice President shall also be responsible for:
1. Chairing and coordinating membership drives of this Association and working directly with the Regional Representatives on membership issues.
  2. Voting issues (unless a candidate in a contested election).
  3. Co-responsibilities for all aspects of the Annual Training Conference
  4. Co-responsibility for social media accounts

*As amended: 1/18*

- C. The **CONFERENCE CHAIR** will be the Chairperson of the Annual Training Conference and shall coordinate all aspects of preparation and presentation of the conference with the assistance of the Vice President. Proposed Conference specifics (i.e.: logo, merchandise, giveaways,

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registration materials) shall be submitted to the Executive Board for review, input and finalization based on majority consensus. This can be accomplished via email and does not have to wait for a Board Meeting. In any case, the above listed specifics are to be finalized no later than the end of the June Board meeting.

The Conference Chair, in conjunction with the Executive Treasurer, shall prepare and submit for Board approval at the January Board meeting, a proposed budget for the Annual Training Conference. This proposal will be broken down into categories logically anticipated and association with the submission. At a minimum, the proposal should include the categories of: Hotel expenses and Administrative.

All CAHN Board Members have an expressed collateral duty to assist in the execution of the Annual Training Conference. Specific tasks may be assigned to various board members prior to and during the conference.

*As amended: 1/18*

- D. The **EXECUTIVE SECRETARY** has a multitude of duties to include computer functions, website functions and general office functions. Duties include but are not limited to:
1. takes and distributes minutes of all board meetings as well as any electronic voting conducted.
  2. Maintains the current Association records
  3. receives all membership applications and maintains the official mailing roster of the membership using Excel spreadsheets
  4. Maintain the CAHN Website including:
    - a. membership database
    - b. conference registrations, schedule and evaluations
    - c. updating and keeping current, website content
    - d. preparing conference flyer and updating as needed
    - e. conference correspondence
    - f. prepping regional training flyers for posting
    - g. posting conference and regional training information to include flyers
    - h. maintain Board CAHN email accounts, update as necessary
  5. Newsletter editor and publisher
  6. Prepares Executive Board Meeting agendas
  7. Facilitates electronic voting between Board meetings when necessary
  8. Handles Association Correspondence
  9. Association Social Media (Twitter, Facebook, etc.)
  10. Membership card printing and associated database
  11. By-Laws to include assembly, distribution, annual review and updates as necessary
  12. Official Policy Manual assembly, distribution, annual review and updates as necessary

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13. Present a proposed election cycle at the June board meeting for approval
14. Provide Regional Secretaries will current regional membership roster prior to each regional training
15. Provide Regional Secretaries with any assistance needed
16. Will facilitate the ratification of the By-Laws as outlined in Section XI and will notify the membership appropriately.

*As amended 1/18*

- E. The **EXECUTIVE TREASURER** shall submit a written financial report to the Executive Board at all business meetings of the Executive Board and at the Annual Training Conference. The Executive Treasurer shall be responsible for providing the Association CPA with all required information necessary to prepare Federal and State filings and for the actual filing of all paperwork as directed by the CPA. The Executive Treasurer will facilitate the association elections if the Executive Secretary is a candidate in a contested election. The Executive Treasurer shall be co-owner of the bank and investment accounts along with President.

The Executive Treasurer is also responsible for:

1. In conjunction with the Conference Chair, prepare the conference budget for submission and approval at the January board meeting.
2. The securing of appropriate liability insurance for all Association officers and training functions;
3. Inventory of all Association equipment (past and present).
4. Payment for the post office box timely so as to ensure it is not cancelled or closed.
5. The Executive Treasurer shall have available for review at the Annual Training Conference, the most current tax returns.
6. The Executive Treasurer will be responsible to transfer funds from the State Account to the respective regions to ensure adequate training funds are available.
7. The Executive Treasurer is also responsible for obtaining and maintaining the Association Post Office Box. Mail is to be retrieved routinely (no less than every two weeks) and distributed as necessary. During Conference time, the Post Office Box is to be checked more frequently to ensure funds for registrations are deposited in a timely manner.
8. Conference Registrations and Membership invoicing for agencies as requested.
9. Process bulk conference registrations and memberships as requested to include the sending of receipts to the agency and the Executive Secretary.
10. Liaison with board members regarding travel for Executive Board meetings.
11. Assist the President with hotel liaison functions.
12. In conjunction with the President, shall review proposed contracts for the Annual Training Conference prior to the signing of the contract.

*As amended: 1/18*

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- F. The **REGIONAL DIRECTOR** shall manage and coordinate all activities for that region. This director will develop a training program with the assistance of the Regional Representatives for members of that region and shall preside at the business meetings of that region. The director will make all parliamentary decisions and shall place all regional matters on the agenda required by the Constitution and by-laws. The Regional Director shall attend all Executive Board meetings and provide regional reports to the Board.
- G. The **REGIONAL REPRESENTATIVES** shall act as liaisons between the Executive Board and the two Regions. These representatives will assist the Regional officers in the training programs and membership activities of their respective regions. All State Representatives will involve themselves in the training and membership programs of their respective Regions. Regional Representatives are responsible for obtaining presenters for their respective region trainings, in coordination with the regional director. They are required to assist in any onsite duties during the training day as well as needed preparation prior to.
- As amended: 1/19*
- H. The **REGIONAL SECRETARIES** shall record the minutes of the regional meetings and maintain the regional records. He/she will distribute copies of the minutes of the Regional Board and business meetings. He/she will maintain a roster indicating the most recent status of membership and make this roster available to other Regional Board Members as requested.
- As amended: 6/15*
- I. The **REGIONAL TREASURERS** shall collect all monies due to the regional treasury and make disbursements only when authorized by the regional board. The treasurer will keep a voucher file to justify all receipts and payments and will present a written report at all regional business meetings. Regional Treasurers will submit to the Executive Treasurer, a monthly report of income and expenses utilizing the report form provided to them.
- Any outgoing treasurer shall insure all documentation and information required for that tax year is provided in an organized manner to the new treasurer.
- As amended: 1/12*
- J. All Board members are required to assist in the onsite duties of the Annual Training Conference.
- As amended: 1/19*
- K. **COMMITTEE CHAIRS** appointed by the President, sit at the pleasure of the President. Persons removed from committee assignments by the President may appeal to the Executive Board.
- As amended: 1/17*

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## SECTION IX: FINANCES

- A. The finances of the Association shall be the responsibility of the Executive Board. The Executive Treasurer shall be responsible for a full accounting of all monies to the Executive Board. The Regional Treasurers shall be responsible for a full accounting of all monies to the Executive Treasurer.
- B. The source of monies is defined as follows:
1. The state treasury will receive the membership fees, renewal dues and Conference Registrations as prescribed by the Executive Board.
  2. The regional treasuries will receive funds as prescribed by the Executive Board for regional business.
  3. Upon dissolution of the organization, the monies of the organization shall go to the California Peace Officers Memorial Fund.
- As amended: 1/18*
- C. The **EXECUTIVE BOARD** may request in writing, for a return of training funds from the Regions at their discretion. This request shall, however, explain the reason for the return of funds but will not leave the Regions without sufficient training funds for their next training.
- D. A **REGION** may petition in writing to the Executive Treasurer and President for additional funding. The request shall detail current balance in bank account, reason for the request and the amount being requested.
- E. Each **REGION** shall abide by the Association's By-Laws and Policy Manual.
- As amended: 1/18*
- F. The Executive Board shall establish a policy setting forth the specific investment goals and objectives determined by the Board.
1. The Executive Board has determined that it is both appropriate and prudent that a portion of the Association treasury be set aside for investment, in order to allow the Association to attain a fiscal position which would best protect the Association from potential liability which might arise from unforeseen acts, natural or man-caused.
  2. The Executive Board may also, at its discretion, engage an investment advisor to implement the policy, under the supervision of and pursuant to periodic consultation with the Executive Board.
  3. Such monies set aside shall be invested in a combination of generally accepted investment vehicles, in proportions determined by the Executive Board, in consultation with its financial

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advisor, subsequent to discussion and review at each regular Executive Board meeting.

*As amended: 1/17*

- G. The Executive Board shall review and approve a budget for the Annual Training Conference (ATC).
1. The Conference Chair (or designee) in conjunction with the Executive Treasurer shall prepare and submit a budget for the review and approval of the Executive Board at the January Executive Board meeting. This budget will provide the projected expenses for executing the ATC.
    - a. The budget shall provide as much detail as is available to support budget line items and include supporting information as needed.
    - b. The Executive Board will have the opportunity to provide input and direction as part of this process. Agreed upon changes, if any, will be incorporated into the final budget for the ATC.
    - c. The budget may be approved in its entirety or, any specific budget item may be pulled for separate discussion. These items may be voted on as individual budget items with the balance of budget being voted on as a whole.
    - d. If there are unanticipated or unexpected expenses for any line item that will exceed the approved budget, the Conference Chair has the ability to move funds from any line item over funded to the line item with the unexpected/unanticipated expenses. The amount that can be moved is capped at five thousand (\$5,000.00) with notice to the President, Vice President and Executive Treasurer. Over that amount will require a Board vote.
    - e. If an unexpected expense arises that was not included in the approved budget, the Conference Chair must provide to the Executive Board, an explanation of the expense and a proposed plan for resolution to be approved by the Board.

*As amended: 1/18*

### **SECTION X: AMENDMENTS TO THE CONSTITUTION / BY-LAWS**

- A. EXECUTIVE BOARD: The Executive Board may amend these by-laws by a two-thirds vote of said Board. The Executive Board shall conduct a full review no less than annually to ensure all By-Laws are current. The amended By-Laws will not be final until ratified as directed in (b) and (c) below.
- As amended: 1/17*
- B. The members shall have the right to amend or rescind actions of the Executive Board. Such actions shall require a two-thirds vote of the voting members. The members shall also have the right to recommend to the Executive Board, amendments to the by-laws.
- C. Changes in the By-Laws, Policies or Procedures of CAHN, discussed and voted on by the Executive Board shall be electronically noticed to the membership. The membership will then have 60 days

## CALIFORNIA ASSOCIATION OF HOSTAGE NEGOTIATORS

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from the date of posting (which will be the closing date) to rescind or amend the changes utilizing the 2/3's vote. (i.e., 2/3's of the current membership must submit to the Executive Secretary by electronic notice of the section(s) they wish to rescind or amend)

- D. The Executive Secretary will notice the membership of the rescission/amendment or in the absence of such, the ratification of the By-Laws changes as voted on by the Executive Board within 30 days of the closing date.

*As amended: 6/15*

### **SECTION XI: RATIFICATION OF THE CONSTITUTION / BY-LAWS**

These by-laws will become effective upon ratification by the membership as provided herein. The date of ratification will be noted by the membership as provided herein. The date of ratification will be noted upon the master copy by the secretary.

The California Association of Hostage Negotiators (C.A.H.N.) Constitution has been adopted by the Executive Board at the Training Conference at Lake Arrowhead, June 1, 1990 and amended, as follows:

- at the Executive Board meeting in Burlingame, California, 9/23/1995.
- at the Executive Board meeting in Oxnard, California, 5/28/1997.
- pursuant to discussion by the Executive Board on 9/11/1998, 9/12/1998, and 1/23/1999 and by a 2/3 vote thereof effective 4/1/1999.
- at the Executive Board meeting in Sacramento, California, 9/28/02, and by subsequent unanimous vote thereof effective 10/31/2002.
- at the Executive Board meeting in Long Beach, California, 5/25/03.
- at a special By-Laws Revision Meeting of the Executive Board in San Leandro, California, 4/9/05.
- at the Executive Board meeting in Simi Valley, California, January 21, 2006.
- at the Executive Board meeting in Monterey, California, May 31, 2006.
- at the Executive Board meeting in San Diego, California, September 22, 2006.
- At the Executive Board meeting in San Diego, California, June 2009
- At the Executive Board meeting in Berkeley, California, January 23, 2012
- At the Executive Board meeting in Berkeley, California, January 14, 2013
- At the Executive Board meeting in Roseville, California, January 13, 2014
- At the Executive Board meeting in Anaheim, California, June 15, 2015

These by-laws will govern the organization until ratification by the membership at the next Annual Training Conference (May 1996, Monterey, California).

*Jim Greer, Secretary*

## CALIFORNIA ASSOCIATION OF HOSTAGE NEGOTIATORS

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Having been so ratified, these by-laws are hereby amended, as indicated in the preceding Sections, by a two-thirds vote of the Executive Board, as of April 1, 1999.

*William F. Kidd,  
Northern Region Secretary*

Amended: Section VI, Organization, adding Paragraph E, a provision for the employment by the Executive Board of an Administrative Coordinator, by a vote of the Executive Board, (10 Yes, 0 No) as of October 2002.

*William F. Kidd,  
Past President*

Amended: Section VI, "Organization", adding Paragraph E, a provision for the employment by the Executive Board of an Administrative Coordinator, by a vote of the Executive Board, (10 Yes, 0 No) as of October 2002.

*William F. Kidd,  
Past President*

Amended: Section IV, "Membership", Paragraph A, sub-section 3, a provision to add a second category of Life membership, the "President's Award;"

Section VI, "Organization, Paragraph C, and adding sub-sections 1 & 2, regarding the filling of vacant offices.

Section IX, "Duties of Regional Officers", Paragraph A, assigning authority to the Regional Director to fill vacancies in his/her Regional board; all approved by a two-thirds vote of the Executive Board, at the Executive Board meeting of 5/25/03.

*William F. Kidd,  
Past President*

Amended: Section VII, A., 2, clarifying the election procedures for 2<sup>nd</sup> Vice President;  
Section VII, D. revised to simplify elections in which single, unopposed candidates run for office;  
Section X, "Finances", adding Section C, allowing for the establishment and implementation of a formal investment policy; all approved by a two-thirds vote of the Executive Board, at a special By-Laws revision meeting of the Executive Board meeting in San Leandro on 4/9/05.

*William F. Kidd,  
Administrative Coordinator*

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Amended: SECTION IV A. Revised to change the membership to be yearly from July 1st to June 30<sup>th</sup>.

Amended: Section IV, A. 3, establishing that future recipients of the President's Award of Honorary Life membership must have served at least two full terms.

Section VI, B through E, amended, and adding Sections F through H., eliminating the office of Second Vice President, establishing a single Vice President, establishing all Executive Board offices as of two years in length, and staggering the elections of those offices by odd and even-numbered years. To facilitate the changeover, paragraph H was added with the understanding that it will sunset in 2008 after full transition to the new scheme of offices;

Section VII, A. 1, revised to further accommodate the above changes, and paragraphs 2 and 3 were deleted;

Section VIII, B. and C. revised to reflect change to only a single Vice President and the change of the Second Vice President position to the new position of Conference Chair. Paragraph H was deleted as was the office of Past President;

Section IX, B. through D. amended to reflect the elimination of the office of Regional Vice Director; all approved by a two-thirds vote of the Executive Board, at Executive Board meetings on May 31 in Monterey and on September 22, 2006 in San Diego.

*William F. Kidd,  
Administrative Coordinator*

SECTION V: B. The results (*or an update*) of the investigation shall be made available to the Executive Board as expeditiously as possible, but no later than sixty (60) calendar days from the date of appointment *of investigating appointees*.

SECTION VI: B. 2. All officers shall serve terms of two years, with certain terms staggered, as set forth elsewhere in these Bylaws, so as to promote continuity of experience on all three Boards, Executive and *North/South* Regional.

SECTION VI: D. Entire Paragraph added: For the state offices of President, Vice President, and Conference Chair, the prospective candidate must have prior Regional or State Board experience. If the prospective candidate has prior experience on a police related board, similar to that of CAHN, this requirement may be waived, at the discretion of the Executive Board. For the regional office of Northern and Southern Region Director, the prospective candidate must have prior Regional board experience. If the prospective candidate has prior experience on a police related board, similar to that of CAHN, this requirement may be waived, at the discretion of the Executive Board.

SECTION VI: Section D became E, Section E became F, Section F became G.

SECTION VI: Section G subsection d. added: functioning of the Association central mail repository,

## CALIFORNIA ASSOCIATION OF HOSTAGE NEGOTIATORS

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handling and distribution of written communications and membership applications, *immediately upon receipt*;

SECTION VI: Section G became H and previous Section H was deleted in its entirety.

SECTION VII: Section A. 1. The Regional officers and Regional Representatives to the Executive Board, and nominees to statewide office, consistent with Section VI., G., above, are to be elected by their respective Regions, *via the CAHN website, during the last two weeks in March (beginning on the appropriate Monday)*.

SECTION VII: Section B. Revised to: At the last Regional Training Meeting prior to the Annual Training Conference, candidates for regional office, will be given an opportunity to outline his/her qualifications and desires to hold office. In case a candidate cannot attend this meeting, a representative of his/her choice may speak on that candidate's behalf. Additionally, a candidate's biography and a statement of purpose regarding the desired office will be posted on the CAHN website for two weeks prior to the beginning of the election period. The biographies and statement of purpose will be posted during the first two weeks of March. Candidates for State Board offices will post a candidate's biography and a statement of purpose regarding the desired office on the CAHN website for the six weeks proceeding the election period, as outlined with Section VII., A. 1.

SECTION VII: Section C. 2. Revised to: C. *At the State or Regional elections:*

3. In offices which are contested, that is, where there are two or more candidates nominated, a vote, via the CAHN website will be conducted.
4. a. Each dues paying CAHN agency (and one member from each CDCR Negotiating dues paying team), will be allowed to submit one vote per regional and state office, which is up for election. The agency will submit who their voting designee is and that voter will log onto to CAHN website to submit the agencies/team's vote. The CAHN membership status will be confirmed through the Executive Secretary.

SECTION VII: Section C. 2.b. (continued) Revised to: b. Voting in elections is based on a simple-majority system. Members of CAHN shall be grouped according to agency, and each agency is responsible for designating a representative to cast a ballot representing all the dues paying CAHN members of said agency or CDCR Negotiating Team. Any agency that fails to identify and designate a representative shall forfeit their vote. CAHN will outline electronic voting procedures and may allow for alternative voting methods on a case-by-case basis. IT IS THE RESPONSIBILITY OF EACH AGENCY TO SELECT A METHOD FOR DETERMINING THEIR COLLECTIVE VOTE AND IDENTIFYING THEIR VOTING REPRESENTATIVE TO CAHN.

The results of the Executive and Regional elections will be announced at the Annual Training Conference. All Executive and Regional officers elected will assume their offices at the conclusion of the Annual Training Conference.

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SECTION VII: Section D. and E. Deleted.

SECTION VIII: Section A. *In the absence of an Administrative Coordinator, the President or his/her designee will handle the functioning of the Association central mail repository, handling, and distribution of written communications and membership applications.*

SECTION VIII: Section B. *2. Voting issues and concerns with agency representatives.*

SECTION VIII: Section B. *3. Conference "How to Guides" – assembly, distribution, and updates.*

SECTION VIII: Section B. *4. Co-responsibilities of the annual training conference.*

SECTION VIII: Section D. *Additionally, the Executive Secretary will maintain the Association website.*

SECTION VIII: Section E: 1. *overseeing a bi-annual audit of the Association finances;*

SECTION VIII: Section E: 2. *the securing of appropriate liability insurance for all Association Officers and training functions;*

SECTION VIII: Section E: 3. *inventory of all Association equipment (past and present).*

*Robyn Berlin  
Executive Vice President  
June 2009*

SECTION IV,

A.2, Associate Member, revised to include requirement of person must be sponsored by a current CAHN member;

A. 3 Honorary Members revised President's Award replacing "rotation of positions" to award to "persons who have completed at least two full terms as the Association President";

SECTION VII, Elections, complete revision of process;

SECTION VIII, B, Vice President, revision of succession to President;

*Patricia Larrigan,  
Executive Secretary  
January 2012*

## CALIFORNIA ASSOCIATION OF HOSTAGE NEGOTIATORS

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Section VIII, C, Conference Chair, revision of responsibilities;

Section VIII, E, Executive Treasurer, revision of duties;

Section IX, C, Regional Treasurer, revision of duties;

*Patricia Larrigan,  
Executive Secretary  
January 2013*

Section VII, B 1, State and Regional Nominations, revision of how nominations are taken

Section VII, C 1A, Voting, clarification of retired members for voting and delegate purposes

Section VII, C 3, Voting, revision on how election results announced and start of term

*Patricia Larrigan  
Executive Secretary  
January 2014*

Amendments and changes as voted on by the Executive Board at the June 15, 2015 Board Meeting held in Anaheim, California. These by-laws will become effective upon ratification by the membership as provided herein. The date of ratification will be noted to the membership as provided herein. The date of ratification will be noted upon the master copy by the secretary.

Section IV, B, Membership Termination, clarified Subsection #3 with regard to termination.

Section IV, B, Membership Termination, Section 6, clarified causes specific to involuntary termination and removed the “plus one” throughout the section.

Section VI, C, removed Section C, Term Limits in its entirety.

Section VI, F, clarified Section F 1, for the performance of duties and functions between Executive Board Meetings and, Section F 1(a) clarified if the 2/3's vote is approved, (b) will then be enacted.

Section VII, Elections, corrected reference to Section G to actual Sections D & H throughout this section.

Section VII, A, revised to include options for candidates

Section VII, B-1, revised language to include “or Board Designee”

Section VII, B-3, deleted language: “If incumbent is opposed...”

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Section VII, C-1, deleted sub section (a) and corrected lettering accordingly

Section VII, C-1-b and C-1-c, revised language to delete all reference to “agency representative” and added “Board Designee” as necessary.

Section VII, C-2, deleted all reference to “delegate(s)”.

Section VIII, B-2, revised to eliminate “agency representative” with “members”.

Section VIII, B-3, eliminated current B-3, re-titled B-4 to B-3 and added new B-4 regarding Official Manuals.

Section VIII, C, revised to include language relative to when the Conference Chair will submit a proposed budget.

Section VIII, E-1, amended to delete reference to audit(s) and provide for review of annual tax returns by members at the Annual Training Conference.

Section IX, B amended language regarding Regional membership rosters.

Section X, B-2, amended to include Regional Business

Section X, C-5e and C-5f amended to reflect changes regarding monies expended within the complete approved budget and unexpected expenses.

Section XI, amended to add Sub Section C regarding changes being made to the By Laws, Policies and or Procedures.

Patricia Larrigan  
Executive Secretary  
June 2015

Having been so ratified, by the membership as provided herein, these by-laws are hereby amended, as indicated in the preceding Sections, as of September 6, 2015.

Patricia Larrigan  
Executive  
Secretary

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Section V, B, added language: “from the Executive Board”.

Section VI, G 1(a) and (b), added language: “Executive Board”.

Section VII, A, revised language: “prior to the conclusion of”.

Section VII, C (b), added language: “Members may only vote for a candidate of a regional position in their own region”.

Section VIII, A, added language: “The President will assist with voting issues when the Vice President is a candidate in a contested election”.

Section VIII, B2, added language: “unless a candidate in a contested election”.

Section VIII, D, clarified Executive Secretary duties with regard to elections when the Executive Secretary is a candidate in a contested election. If so, the association election duties will be facilitated by the Executive Treasurer.

Section VIII, E, clarified Executive Treasurer duties with regard to elections when the Executive Secretary is a candidate in a contested election.

Section IX, B, removed the word “Executive”.

Section IX, C, corrected second sentence by adding “a” (written report).

Having been so ratified, by the membership as provided herein, these by-laws are hereby amended, as indicated in the preceding Sections, as of March 22, 2016.

Patricia Larrigan  
Executive Secretary

Section IV, A3, added: “and given upon vacating the office of President”.

Section VI, D8, changed “odd” numbered years to “even numbers years, commencing with the 2019 elections.

Section VI, added “E” to paragraph beginning: “For the state offices ...” and changed subsequent letters accordingly. (now goes E-J)

## CALIFORNIA ASSOCIATION OF HOSTAGE NEGOTIATORS

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Section VII, B1, deleted “Board designee” and added Executive Treasurer if the Executive Secretary is running opposed.

Section VIII, A, deleted paragraph beginning “In the absence of an ....”

Section VIII, B, deleted subsection 4.

Section VIII, D, deleted sentence beginning: “With the exception of dues....”

Section VIII, D, added language to the duties of Executive Secretary to include By-Laws and Policy Manual updates, assembly, and distribution.

Section VIII, E, added language to the duties of the Executive Treasurer regarding transfer of funds to the Regions and established responsibility for obtaining and maintaining a Post Office Box and receiving mail for the Association.

Section VIII, added subsection H

Section IX, E, changed to read “...in writing to the Executive Treasurer and President ...”

Section X, B2, deleted “a portion of the membership dues”

Section X B3, changed “If” to “Upon”

Section X, C3, deleted “but not less than three times per year”

Section XI, A, added: “The amended By-Laws will not be final....”

Having been so ratified, by the membership as provided herein, these by-laws are hereby amended, as indicated in the preceding Sections, as of April 27, 2017.

Patricia Larrigan  
Executive Secretary

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Section IV, A3, added “by the Executive Board”...

Section IV, A4, added #4 regarding Life members

Section IV, B1, added notification to the Executive Secretary...

Section IV, B5, added “having been conducted by 3 selected members of the Regional Board...”

Section V, added initial description of the section

Section V, A, added: “and failure to uphold the duties of the office they hold.”

Section V, B, added and removed language to provide better clarification.

Section V, C, deleted language unnecessary

Section V, D, deleted in its entirety and replaced with language from E

Section V, E, removed unnecessary verbiage and added “Executive Board”...

Section V, F deleted in its entirety and replaced with G with some verbiage changed

Section VI, D5, changed from “even” year to “odd” year commencing with elections in 2019

Section VI, G, revised entire section.

Section IV, H1(b), added: “Majority votes will prevail”.

Section VII, corrected referenced section letters. Added: “Board”.

Section VII, B3, added: “Board”

Section VII, C, changed #3 to #4 and added language to clarify election period conclusion as #3.

Section VIII, reorganized the individual sections for continuity.

Section VIII, A, added language to the duties of the President and when the President can vote on CAHN business.

Section VIII, C, removed and added language to clarify Conference Chairs duties/responsibilities.

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Section VIII, D, revised the entire section to reflect the duties of the Executive Secretary more accurately.

Section VIII, E, added language to more accurately reflect the duties/responsibilities of the Executive Treasurer.

Section VIII, F, added and removed language to more accurately define the role of Regional Director.

Section VIII, H, added “regional” for clarification.

Section IX, Duties of Regional Officers was incorporated into Section VIII

Section X, “Finances” renumbered to Section IX. All references below to Section IX refers to Finances.

Section IX, B1 removed “and” and added “Conference Registrations”

Section IX, E, added “and Policy Manual”.

Section XI renumbered to Section X and Section XII renumbered to Section XI.

Having been so ratified, by the membership as provided herein, these by-laws are hereby amended as indicated in the preceding Sections as of March 29, 2018.

Patricia Larrigan  
Executive Secretary

Section VI, D changed the number of Executive Board members to fifteen (15). Added Regional Secretaries and Regional Treasurers as Executive Board Members with their election years.

Section VI, H, changed quorum from eight (8) to ten (10).

Section VI, J, deleted entire section.

Section VII, B, added language for the President to receive nominations if both Executive Secretary and Executive Treasurer are running opposed.

Section VII, C, added language the President shall facilitate the elections if both Executive Secretary and Executive Treasurer are running opposed.

Section VIII, A, added language the President shall facilitate the elections if both Executive Secretary and Executive Treasurer are running opposed.

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Section VIII, G, added language that Regional Representatives are responsible for obtaining presenters for their respective regions in coordination with their Regional Directors and they will assist in any onsite duties during the training day and preparations prior to.

Section VIII, J, K and L, reconfigured lettering, eliminating K entirely, Committee Chairs is now K and added language for J directing all board members are required to assist in the onsite duties of the Annual Training Conference.

Having been so ratified, by the membership as provided herein, these by-laws are hereby amended as indicated in the preceding Sections as of March 25, 2019.

Patricia Larrigan  
Executive Secretary