

**CAPE COD PUBLIC PURCHASING OFFICIALS ASSOCIATION**

President: Johanna Boucher  
Chief Procurement Officer  
Town of Barnstable  
(508) 862-4741

Vice President: Donna Kalinick  
Assistant Town Administrator  
Town of Brewster  
(508) 896-3701

Secretary: Michaela Miteva  
Licensing Agent/Procurement Coordinator  
Town of Orleans  
(508) 240-3700 X 310

Speaker Committee Chair: Roby Whitehouse  
Waste Management Superintendent  
Town of Yarmouth  
(508) 398-2231 X 1515

**BY-LAWS, JUNE 2006  
Revised March 2019**

**Mission**

**The mission of the Cape Cod Public Purchasing Officials Association is to promote member collaboration, education and support of the public procurement process.**

**Goals**

The purpose of the Cape Cod Public Purchasing Officials Association (CCPPOA) is to promote professionalism in executing the public bidding process and public business activity with integrity and fairness. This is accomplished through educational seminars, shared resources, and quarterly meetings with relevant speakers with a focus on the Cape Cod Community. The Inspector General's purchasing certification program is part of a driving force focusing efforts to help members obtain needed certification credits to maintain and/or meet certification requirements of this program. Membership is extended to those individuals engaged in the field of public purchasing.

**Officers and the Executive Board**

The Association shall be represented by the following officers: President, Vice-President, Secretary and Chair of the Speaker Committee. The term to be served by the officers shall be two years commencing on January 1 and expiring on December 31. Election of officers shall be at the Association meeting in the last quarter of every other year. Candidates may be nominated from the floor by the membership. In the event that candidates seeking office are unopposed, a vote shall be taken from the floor by a show of hands. In the event that a position or positions are contested by opposition, a ballot vote shall be conducted with the award of office determined by majority vote.

The duties and responsibilities of Officers:

President – The President shall bear all responsibilities as chief officer for administering Association activities and shall serve as ex-officio member of all committees. He/she shall preside at all business meetings.

Vice President – The Vice-President shall assist the President in matters designated by the President, and shall assume all duties thereof in his/her absence. He/she shall also be responsible for keeping track of sign in sheets at each CCPPOA function and tallying all members' credit points earned during meetings and seminars for the Inspector General's MCPPO certification Program. He/she shall present members with a letter indicating meeting attendance when requested by the member.

Secretary – The Secretary shall be responsible for recording and issuing the minutes of the quarterly business meetings as well as preparing and issuing notices of monthly meetings, coordinate attendance of monthly meetings and maintain active status file of membership.

Speaker Committee Chair – Heads and Chairs the Speaker Committee

### **Meetings**

The Association shall convene on a quarterly basis at a minimum. Speakers will be engaged to address the membership on current purchasing topics. The President shall conduct the meetings by introducing the speaker and directing all such business matters as they may pertain to old and new business. Robert’s Rules of Order to the extent practicable as determined by the President shall be used at business meetings. The order of business shall be as follows: Report of Officers, Unfinished Business, New Business, and Adjournment.

### **Committees**

The Association will sponsor the following committees with selection of chairperson to be designated by the President.

Speaker Committee – The Speaker Committee Chair will coordinate the recruitment and all necessary details associated with the engagement of speakers to address the Association at scheduled meetings. The President must approve speakers prior to their final selection to speak before the membership. Membership of this committee will be limited to four, including the chairperson.

### **Amendments**

The Association By-Laws may be amended, repealed or altered in whole or in part, by two-thirds majority vote members present at any association meeting. Proposed amendments or additions shall be presented to an officer for inclusion in the agenda for the next association meeting. the Officers and Executive Board in writing, with recommendation presented at the next business meeting.