

ALABAMA ASSOCIATION OF EMERGENCY MANAGERS

(AAEM)



Administrative Policies and Procedures

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PREFACE

The Alabama Association of Emergency Managers (herein called the Association) is an organization comprised of individuals professionally engaged or interested in the advancement of emergency management and related fields.

The Association is divided into seven geographical areas within the State of Alabama. Each AEMA Area elects an Area Director who serves on the Board of Directors of the Association, and has administrative and fiduciary responsibility to the organization. The Alabama Emergency Management Agency appoints a representative to serve in Area 8 representing the interest of members employed by AEMA. (Ref Sec VI Area of Operations)

The Association, by virtue of the number and diverse locations of its members, is administered by a Board of Directors, which is vested with the responsibility of determining policy and conducting the business of the Association. This Board will consist of the seven Area Directors and the President, First Vice-President, Second Vice-President, Secretary, Treasurer and the Immediate Past President. The Secretary and Treasurer are non-voting members.

Amendment and Adoption of these Policies and Procedures is addressed in the Bylaws Article IV, Section 5.

I. ADMINISTRATION

A. ADMINISTRATIVE MANAGEMENT

1. BOARD OF DIRECTORS

The Board of Directors is vested with the responsibility of determining Association policy and conducting the general business of the Association.

2. CONSULTANT/PROFESSIONAL SERVICES

In addition to management services, the Association may retain professional services for such activities as financial auditing, legal counsel or other specific tasks. Such consultants shall advise and provide information to the Board of Directors, but shall not serve in a management capacity.

B. FISCAL MANAGEMENT

1. GENERAL

It is the policy of the Association to adhere to sound fiscal practices and to administer its affairs in a manner as to ensure fiscal solvency.

The President is authorized to administer the fiscal policies as set by the Board of Directors of the Association and is responsible for the maintenance of adequate and appropriate records for the receipt and expenditure of all funds. The President shall provide a financial report to the Board of Directors on a monthly basis.

The Alabama Association of Emergency Managers has authorized the ACCA to serve as Treasurer for the Association. The Treasurer is responsible for verifying that the financial records of the Association are maintained and that the fiscal policies are followed. Specific tasks include an Annual Report on the general fiscal condition of the Association to be presented to the membership at the Annual Conference Business Meeting. This report will be available to members in written form upon request.

All Association funds shall be disbursed on officially printed Association checks from approved bank account.

Officers and agents of the Association are entitled to reimbursement for expenses incurred on behalf of the Association under all the following conditions:

- 1) The person is authorized to make the expenditure by the president;
- 2) The expenditure is within annual budgeted levels for the applicable line item, such as postage, travel, etc.
- 3) The request is eligible under the administrative Policy and Procedures of the Association;
- 4) There are sufficient funds to cover the expense.

Requests for reimbursement should be submitted to the President, together with appropriate documentation within 30 days of the expenditure. Requests for reimbursement of travel expenses shall be accompanied by a trip report.

2. BUDGET

The Board of Directors shall develop, approve and adhere to a reasonable budget. The draft budget shall indicate all major categories and subordinate line items of anticipated revenues and expenses such as membership dues, publications, conference fees, and contract revenue and expenses. A description of reserve funds and forecast of changes in financial position shall also be provided annually.

The proposed budget for each fiscal year shall be developed and disseminated to the membership.

The Board of Directors shall be provided quarterly finance statements.

3. FUNDING

Funding for the administration and operation of the Association may come from a variety of sources. These may include, but not limited to, receipts from memberships, subscriptions to publications, advertising revenue, proceeds from conference and interest on savings.

In addition, the Association may prepare formal proposals to agencies involved in emergency management projects, which could be benefited by the expertise of Association members.

The Board of Directors shall propose and approve as to concept the Association's submission for specific projects.

At the direction of the Board of Directors and as contractual agreement allows, the President may be responsible for the preparation of the formal proposal. The proposal, which must be approved by the Board, shall be delivered to the Board at least ten days prior to the Board's vote for action.

The Board of Directors may be authorized to act on behalf of the Association in negotiating and executing such contracts.

Due to the nature of the negotiating process, the Board of Directors must maintain confidentiality related to the purpose, scope and financial requirements of a proposal until the authorized agents have finalized it.

4. TRAVEL

Authorized expenses reimbursable for approved travel for Association business include:

- a. The amount of the least expensive or most appropriate mode of travel. Use of a privately owned vehicle may be authorized for official travel and is reimbursable at the rate quoted in the current Federal Travel Regulations.
- b. Lodging costs shall be reimbursed at the actual amount. Travelers shall use the minimum rate available or minimum conference rate.

Receipts are required. Receipts should be itemized and with signature if required.

- c. Meals shall be reimbursed at actual and reasonable.
- d. Cab fares up to \$10 are reimbursable without a receipt. Amounts over \$10 require a receipt. Parking expenses shall be reimbursed at the actual cost with a receipt. A receipt is not required for parking meter expenses. Parking violation citations will not be reimbursed.
- e. Baggage transfers will be reimbursed at the rate of \$3 for check-in and \$3 for check-out of hotels.
- f. Laundry service is reimbursable on an emergency basis only when the travel period is extended beyond the expected period. Receipt and a justification statement must be provided.

Items not specifically listed above shall be reimbursed in accordance with existing Federal Travel Regulations.

5. REIMBURSEMENT

The Association may maintain credit cards for Association travel and related official business, which is authorized under these administrative guidelines.

All requests for reimbursement, including those incurred while working on a grant or contract, must be submitted on appropriate forms as may be provided with proper documentation.

Any request for reimbursement for long distance telephone calls must be accompanied by a detail listing each person called, date, time and the subject discussed.

C. CORRESPONDENCE & COMMUNICATIONS

1. GENERAL

Association officers shall respond to official correspondence within ten working days of receipt of such correspondence. The Secretary will maintain a file on official correspondence.

Copies of official correspondence from AAEM Areas shall be provided to the Association Secretary for information to the Board, and for a file maintained by the Secretary.

2. MINUTES

The Secretary of the Association is responsible for accurately recording the minutes of all Association meetings.

These records shall be available on the AAEM website and in written form to members upon request. The Association Board shall approve all minutes with any necessary corrections. Association minutes shall include attendees at the meeting, major discussion points, motions made and voting results. The Secretary shall assure that the approved minutes are forwarded to the Association office for official retention. The Secretary shall also assure that all official records are passed to his/her successor upon expiration of his/her term of office.

Board decisions that may change the Administrative Policies and Procedures or affect the Constitution and Bylaws will be forwarded to the Chair of the Constitution and Bylaws Committee for inclusion.

3. POSITION PAPERS

From time to time, the Association may issue position papers on pertinent issues.

A majority vote of the Board of Directors is required for the dissemination of an official position paper.

The Board of Directors will maintain a log for tracking and locating such papers.

When the Board of Directors adopts a position or legislative policy, the President, or the Chair of the Legislative Committee may respond to official inquiries.

D. STANDARDS OF BEHAVIOR

1. ENDORSEMENT POLICY FOR APPOINTMENT

If an endorsement is solicited or proposed for a candidate seeking a position affecting emergency management, information regarding the candidate should be circulated to the AAEM Board of Directors. After providing adequate time for response, the AAEM President may submit the endorsement assuming no objections have been received.

2. CODE OF ETHICS

PREAMBLE

Maintenance of public trust and confidence is central to the effectiveness of the Emergency Management Profession. The members of the Alabama Emergency Management Association (AAEM) adhere to the highest standards of ethical and professional conduct. This Code of Ethics for the AAEM members reflects the spirit

and proper conduct dictated by the conscience of society and commitment to the well being of all. The members abide by the Association's core values of RESPECT, COMMITMENT, and PROFESSIONALISM.

VALUES

RESPECT

AAEM members should adhere to the highest standard of respect for supervising officials, colleagues, associates, and most importantly, for the people we serve. We shall comply with all laws and regulations applicable to our purpose and position, and responsibly and impartially apply them to all concerned. We respect fiscal resources by evaluating organizational decisions to provide the best service or product at a minimal cost without sacrificing quality.

COMMITMENT

AAEM members commit themselves to promoting decisions that engender trust by those we serve. We commit to continuous improvement by fairly administering the affairs of our positions, by fostering honest and trustworthy relationships, and by striving for impeccable accuracy and clarity in what we say or write. We commit to enhancing stewardship of resources and the caliber of service we deliver while striving to improve the quality of life in the community we serve.

PROFESSIONALISM

AAEM is an organization that actively promotes professionalism to ensure public confidence in Emergency Management. Our reputations are built on the faithful discharge of our duties. Our professionalism is founded on Education, Safety and Protection of Life and Property.

3. CONFLICT OF INTEREST

The members, officers and agents of the Association shall act in the best interest of the Association at all times and shall avoid activities resulting in actual or implied personal gain in keeping with the highest standards of ethics and professionalism.

The Board of Directors shall respond to any and all questions or claims of conflict of interest. Any member with questions regarding conflict of interest may submit the inquiry in writing to any member of the Board of Directors. This inquiry should include specific details. The President shall determine the appropriate schedule for review of the matter, whether at the next scheduled Board Meeting or a special meeting called to address the inquiry.

The Board shall make a determination and prepare a response signed by the President as soon as possible.

If the Board of Directors finds validity in the claim, the Board may appoint a person to investigate. However, before a final determination is made, due process requires that the individual(s) against whom the claim has been lodged shall be notified in

writing by registered mail of the allegation. Such individual(s) shall be afforded a minimum of 30 days and a maximum of 90 days from receipt of notification, the opportunity to reply to the allegation either in writing or by appearing before the Board of Directors.

If the Board of Directors determines by a two-thirds majority that a conflict of interest has occurred, disciplinary actions that may be taken include, but are not limited to: 1) Verbal or written warning, 2) Written censure, 3) Demand for restitution, 4) Suspension of membership.

The decision of the Board of Directors is final. In cases where criminal activity is suspected, the matter may be turned over to the proper civil authority and the procedures outlined above may not apply.

4. ACTION TAKEN AGAINST MEMBERS

Members who become involved with acts that lead to infractions and violations that are contrary to the professional and ethical standards of the association shall be presented to the Board of Directors for review.

II. COMMITTEES

A. GENERAL

The Association shall use standing and special committees to meet the professional objectives of the membership and will continue to do so as long as it proves to be a productive method.

The duties of committees may be combined or changed at the discretion of the Board of Directors, and shall be reviewed and ratified as necessary to assure current and accurate responsibilities.

Within 30 days after taking office, the President shall appoint one or more chairpersons who are members in good standing and give a list of tasks to be accomplished, in writing, to each committee. The President may at his or her discretion, reassign the chair or co-chair.

The selection of members of committees shall consist of a geographic representative group, may include all categories of membership, and shall represent various interests, if possible.

Within 30 days of appointment the Committee Chair(s) shall determine the committee's membership. Sources of membership may include: individuals from the AAEM volunteer database, Area Directors recommendations, and individuals who express an interest to the Chair(s).

The President may assign members of the Board of Directors to serve as liaison to specific committees to monitor the committee's progress throughout the year and report to the Board of Directors.

Recommendations for appointment to any committee may result from a consideration of the following factors:

1. The appointed party must be a member in good standing;
2. Capability to attend the Annual Conferences and Winter Workshops;
3. Capability to attend additional meetings during the year, as scheduled by the Association;
4. Capability to weigh and consider issues in an objective manner;
5. Capability to effectively communicate with other committee members.

The Chair(s) may appoint an Advisory Panel to their Committee composed of individuals who are not AAEM members but have knowledge, skills, and abilities that would enhance the function of the Committee. Advisory Panel members will have no voting authority on the Committee.

All committee chairpersons shall file a report with the President of any function attended on behalf of a committee or the Association and shall submit quarterly written reports to Board documenting the activities of the committee.

B. STANDING COMMITTEES

In accordance with the Bylaws, the following Standing Committees shall operate with primary objectives as listed below. Each committee chair is responsible for posting a list of committee members and meeting dates on the AAEM website. Discussion topics, activities, and proposed activities with timelines of suspense dates should be included. Chairpersons shall disseminate meetings dates and times via the website, notifying area board members and use of the AAEM yahoo group email :

1. LEGISLATIVE/FEDERAL LEVEL

This committee has numerous responsibilities including, but not limited to providing education information to Board of Directors pertaining to Federal issues affecting local and State emergency management programs in addition to keeping the membership informed on these issues. This committee will also coordinate with Emergency Management organizations at the National level in support of an emergency preparedness program. This committee will monitor proposed legislation at the Federal level that may impact emergency management activities, the goals of the Association or may set a precedent for the future legal implications.

Specific Tasks Include

- Keeping the membership informed on the status of FEMA's budget, disaster assistance legislation, and other issues concerning the emergency management program.

Working with other coalition organizations to establish a system of information distribution for members to be kept apprised of the current status of issues. The Chair shall inform the President prior to taking any action.

- Coordinating with the Legislative/State Committee to establish a system of information distribution for members to be informed of the current status of issues. The Committee Chair shall inform the President and Board of Directors prior to taking any action with the State Legislature.
- Determine, in conjunction with the Board of Directors, the representatives from the Association to participate in official legislative visits on behalf of the Association.

It is recommended that the Committee be comprised of one member from each of the Association's areas (not including the Chairperson). Total membership of the committee should be kept at an odd number to facilitate decision making by the Committee.

2. LEGISLATIVE/STATE LEVEL

This committee is charged with monitoring proposed legislation at the State and/or Local level that may impact emergency management activities, the goals of the Association, or may set a precedent for future legal implications regarding emergency preparedness, response, and recovery. In addition, the Committee will provide educational information to members of the State of Alabama Legislature pertaining to issues important to the emergency management program and keeping the membership informed on these issues.

Specific Tasks Include:

- Keeping the Board of Directors and the members of the Association informed on the status of the State budget, disaster assistance legislation, and other issues affecting the local emergency management program.
- Coordinating with the Legislative/Federal Committee to establish a system of information distribution for members to be informed of the current status of issues. The Committee Chair shall inform the President and Board of Directors prior to taking any action with the State Legislature.
- Determine, in conjunction with the Board of Directors, the representatives from the Association that will participate in official legislative visits on behalf of the Association.

It is recommended that the Committee be comprised of one member from each of the Association's areas (not including the Chairperson). Total membership of the committee should be kept at an odd number to facilitate decision making by the Committee.

3. MEMBERSHIP

This committee has overall goal of increasing membership and quality of membership services in the Alabama Emergency Management Association. The committee will analyze membership trends, assist in the development of membership recruitment campaigns, and assure that membership services are being provided.

Specific Tasks Include

- Develop membership campaigns targeting the following: EMA employees; business and industry, educational facilities; elected officials (state and local); professional-technical members in related fields.
- Develop and maintain a list of Life members and contact information. Efforts should be made to notify Life Members of Association Activities
- Ensure that membership services are provided to members as directed by the Association

4. CONSTITUTION AND BYLAWS

This committee is charged with the preparation, review, and analysis of the Constitution and Bylaws and the Administrative Policies and Procedures documents. Once the review is complete, recommendations for revisions will be presented to the Board of Directors.

Any revisions approved by the Board must be distributed to the Association membership a minimum of thirty (30) days prior to the Annual Conference to allow a period for membership comments. A vote of the membership will then be held at the conference to adopt or reject the revisions.

Specific Tasks Include:

- Preparation and submission of proposed amendments or changes to the Constitution and Bylaws and/or the Administrative Policies for review by the Board of Directors
- Preparation of proposed amendments and/or changes to the Constitution and Bylaws and/or the Administrative Policies and Procedures for distribution to membership at least thirty (30) days prior to the Annual conference.

5. TRAINING, EDUCATION, AND CONFERENCE

The mission of this Committee is to (1) analyze and publicize training which is available to upgrade the professional standards of the members of the Association, (2) participate in the development of training programs affecting emergency management

activities, (3) serve as a clearinghouse for information on training activities occurring at the Federal, State and local emergency management level, (4) establish the AAEM Certification Evaluation Sub-Committee, (5) develop conference programs including topics, schedule, speakers, and coordination of any training or seminars offered in conjunction with the conferences.

Specific Tasks Include:

- Develop and maintain a database of those who have received Association Certification (Basic, Intermediate, Advanced, or Masters) and the current State Certified Local Emergency Manager (CLEM) certification.
- Develop an instructor cadre including both members and non-members of the Association to facilitate future training needs.
- Conduct a survey of the membership bi-annually on the quality and quantity of training and education available through the state and federal programs;
- Compile a report of Committee activities to be presented to the Board of Directors prior to the conclusion of the Association year which begins on January 1 of each year;
- Coordinate conference program development including speakers, audio-visual needs, head-table seating arrangements, and protocol with ACCA;
- Providing guidance regarding conference activities, registration, training, etc.;

Information regarding conference venues will be provided to and reviewed by the Board of Directors and ACCA.

Decisions are based on availability and suitability of the venue, location, and cost to members. The Board of Directors is responsible for final approval of conference venues. (ref. pg. 18, Sec. III B. Annual Conference)

6. NOMINATIONS AND CREDENTIALS

This committee is responsible for both the notification to members of elections, solicitation of candidates for office and validating the credentials of voting members. The committee will collect letters of candidacy for any candidates, assure that all requirements of candidacy are met, present a slate of candidates to the membership at the Annual Conference, validate the credentials of voting members, and conduct elections in accordance with Robert's Rules of Order.

Specific Tasks Include:

- Review of policies and procedures concerning the nomination of candidates and voting procedures. Submit recommendations for change to the Board of Directors. (Reference Sec IV, Elections/Voting)

- Notify members of election date and offices to be filled
- Solicit candidates for election and qualifications of candidacy
- Verification of candidacy requirements for all candidates
- Validation of credentials for voting members
- Submission of slate of candidates to membership

7. BUSINESS AND INDUSTRY

This committee is charged with the responsibility of enhancing and improving the Association's contact and relationship with business and industry forces. Serve as representatives of the Association in activities involving private sector and non-profit organizations and develop public relations programs to further the involvement of those groups in emergency management activities.

Specific Tasks Include:

- Outline a plan, which would achieve the above goal. The plan should be presented to the Board of Directors prior to the Annual Conference.

8. AWARDS AND RECOGNITION

This committee is charged with the development of competition guidelines, notification of membership, selection, and presentation of awards at the Annual Conference. The chairperson of this committee is the First Vice-President of the Association. Since it is the policy and practice of the Association to recognize and honor persons who have made special or significant contributions to the field of emergency management and have represented the profession well by their outstanding performance, the Awards and Recognition Committee will solicit nominations for awards, review nominations, interpret committee guidelines, determine eligibility, and assist in the procurement and presentation of awards. (Reference VII Awards). Membership of this committee will consist of the Chairperson and representatives of each of the eight (8) areas designated by the Association.

Specific Tasks Include:

- The selection of the recipient of each award authorized by the Association (refer to Sec. VII Awards) at each Annual Conference; presentation of "Service Award" certificates and pins to be presented at Annual Conference; and purchase of and presentation of "engraved plaques" to be presented to outgoing AAEM Officers at the Annual Conference Banquet.

9. TECHNOLOGY

This committee is charged with serving the AAEM leadership and membership as a focal point for technology policy, issues, and information establishing a network of emergency management practitioners and allied professionals to enhance and

improve the provision of emergency management services to respective constituencies.

Specific Tasks Include:

- Maintain the AAEM Website. Prepare a training seminar as requested by the Training & Education Committee for the Annual Conferences and Winter Workshops.
- Provide reasonable technical assistance to members.
- Report on emerging technology relative to Emergency Management at the Annual Conferences and Winter Workshops.
- Provide technical resources based on the all-hazards concepts of comprehensive emergency management encompassing all four phases

10. PUBLIC INFORMATION

This committee is charged to serve as the focal point for the dissemination of Association information as directed by the Board of Directors. In addition, this committee is responsible for the publication and dissemination of the Alabama Association of Emergency Managers Newsletter. The chairperson will serve as the Editor-in-Chief of the Association newsletter and the central point for all articles submitted for publication.

Specific Tasks Include:

- Development of a statewide list of media outlets for dissemination of information as required by the Association
- Solicitation of articles, information, pictures, etc. for the publication of the Association Newsletter

11. SCHOLARSHIP COMMITTEE

This committee is charged with the solicitation and review of scholarship applications. The committee is chaired by the Immediate Past-President and comprised of past-presidents and/or sitting board members of the Association to prevent a conflict of interest when reviewing applications.

The Committee shall receive applications up to the 90-day mark prior to the Annual Conference. The Committee will then review the applications for completeness and eligibility as per the guidelines set by the Association and posted on the AAEM website.

Awards are made based on a majority vote of the Committee and approval by the Board of Directors. Awards are set at \$1500.00 per academic year, paid out at \$750.00 per semester. Awardees must prove academic eligibility for each semester

of the award. The number of awards is determined by the Board of Directors each year based on the financial capability of the Association.

Specific Tasks Include:

- Solicitation of scholarship applications including notification of application deadline.
- Review of applications and recommendation of award to Board of Directors

It is recommended that this committee be comprised of no more than seven (7) members to facilitate the review and recommendation of applicants for the scholarship award.

B. AAEM CERTIFICATION PROGRAM

AAEM provides oversight and coordination of the Certified Emergency Manager program as a service to the profession. The AAEM Board of Directors has final authority on certification requirements and policy. The AAEM Certification Evaluation Sub-Committee established by the Training, Education, and Conference Committee shall serve as the peer review committee for AAEM Certification Program.

C. STANDING POSITIONS

The President shall appoint the following positions.

1. Sergeant-at-Arms Duties

Maintain order at meetings of the membership in accordance with Robert's Rules of Order (as interpreted by the Association Parliamentarian), assist in the validation of membership credentials during elections, and assure that professional courtesy is exhibited towards all guests and members of the Association. The sergeant-at-arms will ensure that absentee ballots are added to votes cast on-site.

2. Parliamentarian Duties

Duties of the Parliamentarian are established in accordance with the duties found in Robert's Rules of Order Newly Revised.

3. Chaplain Duties

The Chaplain is responsible for compiling the list of members and friends who have passed away during the year and presenting this list during the Annual Conference.. The Chaplain also provides non-denominational blessings, as appropriate, at AAEM meals and functions.

III. CONFERENCES AND MEETINGS

A. GENERAL

The Association will schedule and conduct a variety of conferences, meetings, seminars and workshops each year. These activities will be designed to meet the professional needs of Association Members, provide for an exchange of information, establish a positive image reflecting the Association's goals and objectives, and conduct the official business of the Association.

All types of official assembly of the Association are subject to accepted open meeting practices upon payment of applicable membership dues and/or fees. Exceptions to this policy may exist in Board of Directors meetings where issues of a sensitive, confidential, or contractual nature are to be discussed.

The disruption of any official assembly of the Association Board of Directors and/or the Membership to conduct business will not be tolerated.

B. CONFERENCES

1. ANNUAL CONFERENCE

The annual conference shall be held in Alabama at a location designated as many years in advance as possible.

Site options are to be solicited from appropriate parties in the area. The Training, Education and Conference Committee, under the President's supervision, initiates all proposal solicitations, contract negotiations and facility arrangements. Special consideration will be given to attractive location; low attendee cost; events in one facility; attractive facilities; low room rates; facility service record; low cost to AAEM; shops and restaurants.

The Association Board of Directors will solicit input from the membership for conference locations. After assessing possible sites and in order to schedule the conferences as far in advance as possible, the Board has been given the authority to make the final decision on conference sites and will provide that information to members in a timely manner.

The Training, Education and Conference Committee in close coordination with the Board of Directors recommends a program format and identifies possible speakers. The Conference Committee performs all associated administrative tasks including speaker coordination, facility arrangements, and preparation of conference materials, promotion, and exhibit production.

2. WINTER WORKSHOP

The Winter Workshop is usually held during the months of November or December (to coincide with the ACCA Legislative Conference).

One purpose of the Winter Workshop is to meet with Legislators, and other State and local officials who are involved in the funding and legislation for emergency management programs.

The second purpose of the Conference is to provide a working environment and facilities for committees to meet and conduct business. All Committee Chairpersons desiring space to hold meetings at the Winter Workshop must notify the President and Conference Committee Chair of the facility requirements at least thirty (30) days prior to the date of the Conference.

C. MEETINGS

1. MEMBERSHIP

The election of Association Officers shall be conducted during the Annual Conference business meeting.

2. BOARD OF DIRECTORS

For the purpose of conducting the business of the Association, a majority of the members of the Board of Directors shall constitute a quorum. Records shall be maintained documenting all attempts to notify all members of the Board of Directors of the meeting times and locations.

The Association will conduct an orientation for newly elected Board Members following the Annual Conference and prior to or in conjunction with their first Board Meeting. The orientation will include a description of each officer's duties, a current copy of the Constitution and Bylaws, Administrative Policies and Procedures, and current issues and fiscal status.

Meetings of the Board of Directors of the Association shall be held, at a minimum, at the following times:

- a. First meeting of the term - -within forty-five(45) days following the Annual Conference.
- b. Second meeting - at a time designated by the President in conjunction with the Winter Workshop;
- c. Third meeting - immediately prior to the Annual Conference.

The President may call special meetings of the Board of Directors at any time for the purpose of conducting specific business of the Association, provided that only the business that necessitated the meeting shall be acted upon at such special meetings. The President shall call a Special Meeting upon the request of a majority of the Board of Directors.

If it becomes necessary to conduct Association business at a time that is not reasonable for the Board of Directors to meet together, a conference call may serve as a Special Meeting when intentionally scheduled and conducted to take action on

Association business. Such conference call meetings are not subject to the ten-day advance notice requirement.

Special meetings held through conference calls shall be conducted similar to face-to-face meetings, motions for action may be voted on and shall be clearly stated twice in order to decrease the possibility of misunderstanding, and votes shall be roll-call recorded.

Members of the Association are welcome at all meetings as observers and may provide input when invited to do so. The President has the prerogative to call the Board into Executive Session, which shall be open only to members of the Board of Directors.

3. STANDING/SPECIAL COMMITTEES

Upon appointment of a Committee Chairperson and members, the Chairperson shall review the existing guidelines for the committee, make recommended changes and provide a scope of work to committee members.

Actions requiring a vote of members of the Board of Directors will be documented.

IV. ELECTIONS/VOTING

A. GENERAL

Voting rights are granted in accordance with the following membership categories:

- Individual - Full voting rights
- Life – Full voting rights
- Associate - No voting rights
- Corporate - No voting rights
- Honorary - No voting rights
- Student - No voting rights

To be eligible to vote in Association elections, membership dues must be current. Membership dues that are past-due must be paid at least five (5) business days in advance of the first day of the annual conference for members to be eligible to vote in or run for office.

The Association President shall determine whether a voice vote, show of hands or written vote is used, supplemented by written absentee ballots, if authorized by the Board of Directors, received in advance of the business session from members in good standing. Absentee votes will be submitted to the President no later than two weeks prior to the Annual Conference. (Ref. Bylaws Article VI, Sec. 3, C.)

B. ISSUES

Issues requiring action of the Association membership shall be voted on at a business meeting of the Association and must pass by a majority of eligible ballots cast unless otherwise specified in the Bylaws or Policies and Procedures. (Refer to Bylaws Article VI, Sec. 2 Quorum)

Absentee ballots may be cast on issues requiring action of the Association membership. The issue, as proposed, shall be clearly stated as a part of the ballot. If an amendment is made to the proposed issue from the floor at the business meeting, the Nominations and Credentials Committee shall invalidate such absentee ballots.

Issues requiring action of the Association membership may be voted on by mail-in ballot at the direction of the Board of Directors. Such issues, as proposed, shall be clearly stated as a part of the ballot and the results of the vote shall be published in the next issue of the Association newsletter. The original ballots shall be maintained until validated by the Nominations and Credentials Committee and ordered for destruction.

The Board of Directors at a Special Meeting called by the President will hear all challenges of elections. The Board of Directors shall either dismiss the challenge or order the vote disqualified and conduct a new election.

C. OFFICERS

The officers shall be elected to their terms by a majority of eligible voters casting ballots at the business meeting held in conjunction with the Annual Conference. The President, First Vice-President and Second Vice-President serve for one year and may not succeed themselves in office.

The President shall appoint the Secretary and Treasurer. The Secretary and Treasurer serve one-year terms, and one person may serve in both positions. The Secretary and/or Treasurer are not voting members of the Board of Directors.

All of the elected officers of the Association, plus the Immediate Past-President are voting members of the Board of Directors.

In order to be placed on the ballot for election to office, a candidate must be a “member in good standing” as defined in the Association Bylaws. (Refer to Bylaws Article VI, Sec. 1 Members in Good Standing).

In addition, the candidate must submit the following documents to the Nominations and Credentials Committee thirty (30) days prior to the first scheduled day of the Annual Conference:

1. A letter stating candidacy;

2. A letter from the candidate's immediate supervisor supporting the time and travel necessary to satisfactorily fulfill the requirements of the office;
3. A brief resume; and
4. Meet the requirements in Bylaws Article III, Section 2, (A) and (B).

In order to be nominated from the floor as a write-in candidate for office at the Annual Conference, the candidate must be a “member in good standing” and submit the above listed documents to the Nominations and Credentials Committee Chair on the first scheduled day of the Annual Conference.

D. AREA DIRECTORS

In addition to the above-listed, elected officers, each area elects an Area Director to serve on the AAEM Board of Directors (Reference VI Area Operations).

To be elected, appointed or remain as Area Director, the candidate must be an Individual member in good standing (Refer to Bylaws Article VI, Sec. 1 Members in Good Standing).

V. MEMBERSHIP

A. GENERAL

The Membership Committee chairperson will coordinate membership campaigns with the President and the Association Secretary.

Membership applications shall be screened by the Board of Directors to assure placement of members in the proper membership category at the time the application is received. Questions regarding appropriate placement will be referred to the Area Director for contact with the applicant. Applicants who have selected an inappropriate category will be contacted by the President to resolve the issue.

The Board of Directors shall make a binding determination on any application, which appears to be in conflict with specified criteria.

B. CATEGORIES

1. INDIVIDUAL

Individual membership is defined as an individual professionally engaged in directing, planning, administrating, or coordinating the activities of Emergency Management for the Federal, State, County, City, or Township Government in the State of Alabama. The membership belongs to the member jurisdiction or entity paying the dues. If the individual representing that jurisdiction or entity leaves, the membership may be transferred to another individual who works in the emergency management program.

Individual members have full voting rights, may run for office, may chair or work on any committee as assigned, and have full rights of membership in the Association. (Refer to Bylaws Article VI, Sec. 1 Members in Good Standing).

2. ASSOCIATE MEMBER

Associate membership is defined as any elected officials, emergency service and support personnel at both the local and state levels and any other person who believes and supports the Association's purpose and who is not eligible for membership in any other classification. Associate members shall not be entitled to vote or to hold office but may serve on special committees.

3. CORPORATE MEMBER

Corporate memberships are defined as any businesses and industries, political entities or other groups and organizations that are interested in the advancement of the Emergency Management profession and the mission of the Association. The individual designated as the corporate representative shall not be entitled to vote or to hold office in the Association but may serve on special committees.

4. HONORARY

Honorary membership may be awarded annually by a majority vote of the Board of Directors to persons or any business for outstanding contributions towards the advancement of emergency management. (Refer to Bylaws Article II, Sec. 2 D. Honorary)

Honorary members may work on special committees, but may not vote or hold office.

5. LIFE

Life membership shall be accorded to each Individual member who has been a member for 10 or more consecutive years and to Past Presidents of the Association who have served their term of office provided that the member is no longer associated with a political subdivision or organization in a capacity which would make them eligible for Individual membership.

The membership is for the remainder of the member's life. Life members have full voting rights and may chair or work on committees, but may not hold office.

6. STUDENT

This membership is available to any individual attending school full-time in an emergency management program. Student members are not eligible to vote, hold office, or serve on any standing committee. Student members are eligible to serve on any special committee.

C. DUES

Membership dues are established at the following rates:

Individual Membership \$50.00

Associate Membership \$10.00

Corporate Membership \$100.00
Honorary Membership No Dues
Life Membership No Dues
Student Membership \$5.00

When an increase in dues is contemplated, special consideration shall be given to the general membership. Information regarding the increase in membership dues, and the rationale associated with the increase, shall be presented to the membership at the annual conference preceding the increase in dues.

D. SERVICES

1. GENERAL

It is the policy of this Association to provide the following services to its members:

- a. Information relating to emergency management;
- b. Legislative updates including Federal and State;
- c. Participation in program design through appointment to committees or work groups;
- d. Assistance in local program development through information sharing and problem solving forums.
- e. Serve as a clearing house for the coordination of efforts and any issues that may arise between the AEMA and the Association.

2. ROSTERS

It shall be the policy of this Association to provide its members with rosters of the officers and membership of the Association.

Immediately following the Annual Conference, the name, address and telephone numbers for the following officers shall be published in the newsletter and/or web site:

- a. President
- b. First Vice-President
- c. Second Vice-President
- d. Secretary/Treasurer
- e. Immediate Past President
- f. Area Directors
- g. Committee Chairpersons
- h. Sub-Committee Chairpersons

3. PUBLICATIONS

The primary vehicle through which information shall be provided to Association members is the AAEM NEWSLETTER.

The Public Information Committee shall publish and distribute the NEWSLETTER to all members on a schedule determined, subject to available staff, interest and funds by the Board of Directors as reflected in the annual budget.

Each member of the Association is encouraged to submit items of interest for publication in the NEWSLETTER.

The Board of Directors is responsible for making decisions regarding the format, content and distribution of the NEWSLETTER.

On the approval of the Board of Directors, special reports, concept or position papers, or other documents may be published and distributed to the membership of the Association.

Information published by the Association may or may not reflect the position of the Association. Questions regarding the source of information disseminated shall be referred to the President.

VI. AREA OPERATIONS

The Association is geographically divided into seven areas within the State of Alabama.

Area 1

The counties of: Baldwin, Choctaw, Clarke, Conecuh, Escambia, Mobile, Monroe, Washington

Area 2

The counties of: Barbour, Butler, Coffee, Covington, Crenshaw, Dale, Geneva, Henry, Houston, Pike

Area 3

The counties of: Bibb, Dallas, Greene, Hale, Marengo, Perry, Pickens, Sumter, Tuscaloosa, Wilcox

Area 4

The counties of: Autauga, Bullock, Chambers, Chilton, Coosa, Elmore, Lee, Lowndes, Macon, Montgomery, Russell, Tallapoosa

Area 5

The counties of: Colbert, Fayette, Franklin, Lamar, Lauderdale, Lawrence, Marion, Walker, Winston

Area 6

The counties of: Blount, Cherokee, Cullman, DeKalb, Etowah, Jackson, Limestone, Madison, Marshall, Morgan

Area 7

The counties of Calhoun, Clay, Cleburne, Jefferson, Randolph, Shelby, St Clair, Talladega

Area 8

State EMA staff members

VII. AWARDS

Members wishing to nominate any individual for an award should forward their nominations to the Awards Committee Chairperson. The Awards Committee Chairperson shall be the First Vice-Presidents. Membership of the Committee shall consist of the chairperson and at least one representative from each of the eight areas. The Awards Committee will designate a deadline date for accepting awards nominations. The Awards Committee will meet at a designated time to make the award selections and to insure all awards and certificates are received and correct before the Annual Conference. In the absence of nominations for a specific award, the Committee may elect to nominate a deserving recipient for the award.

The Awards Committee Chairperson shall render in writing to the President a determination of eligibility for all awards to be given by the Association as outlined in the Committee guidelines.

The President or an appropriate designee shall present awards and recognitions at a time that is consistent with Association protocol.

A. TYPES OF AWARDS

The Association authorizes the following awards:

1. **Pat Neuhauser “Spirit of EMA” Award** – This award is named and presented in memory of Mrs. Pat Neuhauser, Director of Sumter County EMA. Recipient should display a high level of enthusiasm in promoting emergency management, a willingness to share and serve, be dedicated, faithful, and loyal. This is the most prestigious award offered by the Association. One award may be presented each year. A person may only receive this award one time.
2. **Alfred T. Moore Memorial Volunteer Award** – This award is named in memory of Mr. Alfred T. Moore longtime volunteer with Lee County EMA. The award recognizes a volunteer who has demonstrated loyalty, a willingness to serve at a moment’s notice in any emergency situation needing their assistance and serving in a volunteer capacity for at least five (5) years. One award may be presented each year.
3. **Rookie of the Year Award** – This award recognizes a new emergency manager with less than three (3) years experience who demonstrates innovative methods for enhancing Emergency Management. This candidate should possess a minimum of the Basic Level certification.

4. **Career Achievement in Emergency Management Award** – This award recognizes an actively employed or retired Emergency Manager with 10+ years experience who has distinguished themselves through outstanding service to their community and the state by exhibiting an exceptionally high standard of leadership and professionalism.

5. **Preparedness Program of the Year Award** – This award recognizes a program that has developed a structure in preparing for disasters; developed a plan; developed a volunteer management program; worked with the community to better prepare (i.e. Be Ready Day, Storm Spotter Training, Continuity Plans, mass casualty planning, etc.). One award may be presented to the small county (rural), one award may be presented to a medium-size county, and one award may be presented to a large county each year.

6. **Response Program of the Year Award** – This award recognizes a program that has developed a structure in responding to disasters; a program that has responded to a disaster – displayed outstanding, timely response to an affected area, citizens/victims – sheltering, ICS, NIMS, commodity distribution, etc. One award may be presented to the small county (rural), one award may be presented to a medium-size county, and one award may be presented to a large county each year.

7. **Recovery Program of the Year Award** – This award recognizes a program that has focused on restoring the affected community/communities to their previous state; developed plans; conducted meetings; worked with elected officials to secure grants or community involvement to help rebuild. One award may be presented to a small county (rural), one award may be presented to a medium-size county, and one award may be presented to a large county each year.

8. **Mitigation Program of the Year Award** – This award recognizes a program that has focused on long-term strategies to protect lives and reduce the impact of disasters; secured funding for shelters, sirens, weather radios, etc.; made a difference in the community to mitigate the effects of disasters. One award may be presented to a small (rural) county, one award may be presented to a medium-size county, and one award may be presented to a large county each year.

9. **Vendor Recognition Certificates** – Certificates of Recognitions will be presented to every vendor sponsoring the AAEM program

10. **President's Award** – Awarded at the discretion of the Association President to recognize an individual who has provided exceptional support, served as a mentor to the President during his/her term of office, and/or represents the principals and practices for which the Association stands. This recipient is selected by the Association President.

VIII. WEB SITE

A. GENERAL

The AAEM Web Site is maintained as a communication tool for emergency managers and those interested in supporting the profession. The Web Site contains information concerning the Association, its structure and policies, the Certification Program, Committees of the Association, Association Area map, Conferences, and special topics of interest including vendor and sponsor ads that are paid for by our supporting industry. In addition, contact information for all Board members and committee chairs is listed.

B. MANAGEMENT

General oversight of the Web Site is individual to the President or a designated web manager and maintained under a contract authorized by the Board. Major changes in design and content require Board approval.

C. SUBMITTING MATERIAL

Individual members submit items through their Area Director. Material will be reviewed and approved by Board of Directors before posting. All material is subject to editorial review.

Committee Chairs and Board of Directors members submit information and reports to the President.

Amended: _____