

NATIONAL EMERGENCY MANAGEMENT ASSOCIATION

POLICIES AND PROCEDURES MANUAL



REVISED
February 6, 2009

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ADOPTION AND AUTHORIZATION

All previously approved policies and procedures are canceled when those contained herein are adopted by the Board of Directors.

No order of business may be conducted without the establishment of policy guidance on which to base the action.

All recommendations for changing or amending these policies and procedures shall be submitted to the Board of Directors for review and determination.

Hereafter, this 27th day of February 1993, any addition or amendment to this document shall be adopted only by a majority roll-call vote of a quorum of the Board of Directors at a regularly scheduled meeting.

If a recommendation for an amendment has been duly submitted to the Board of Directors it is imperative that acceptance or denial be determined prior to adjournment of the regularly scheduled meeting for or at which it was intended to be addressed.

These policies are in conformance with the Articles of Incorporation and the By-Laws and that notwithstanding anything to the contrary, Robert's Rules of Order will apply to all proceedings.

ASSOCIATION ADMINISTRATION

The Board of Directors may utilize or hire an appropriate number of staff personnel to carry out and support NEMA activities consistent with the policies of the Association.

The staff is charged to assist in the provision of administrative and member services and to perform such other reasonable duties as the Association's duly elected President and Board of Directors may specify. Such activity shall include, but not be limited to;

General management of the Association to assist and further the development and growth of this association for all of its members.

Coordination of all Association activities with emphasis on service to members.

Timely information to appropriate committee chairpersons.

Effective performance of the activities which are in the best interest of achieving the goals of the Association.

Development of support services as required to maintain a viable and credible Association.

Development as needed of publications and other materials which are beneficial to the membership and helpful to public relations.

Publication of reports and educational materials written and/or approved by members.

Coordination with the program and host chairpersons regarding all matters pertaining to conferences including adherence to sound fiscal procedures.

Responsibility for management, finances and accountability, as well as conference coordination and details of purchasing, receipts, disbursements and reports under the direction and supervision of the Treasurer.

Preparation of a proposed annual budget and work plan reflecting sound business management practices and objectives designed to promote growth and development of the Association.

Administrative planning and coordination of Board of Directors meetings.

Monitor activities of all committees to assure that deadlines are met and information is disseminated.

Report regularly to the Board of Directors on all staff matters.

Work closely with the Board of Directors to suggest or implement appropriate committee activities and projects which would be beneficial to the advancement of the Association.

Perform other duties as assigned by the Association's President.

NEMA has selected The Council of State Governments (CSG) to provide staff assistance for administrative and member services.

BOARD OF DIRECTORS MEETINGS

The Board of Directors shall consist of fifteen (15) Directors, who shall be members in good standing and officers of the Corporation.

The President, Vice President, Immediate Past President, Treasurer, and Secretary have all been elected at large, and therefore have a greater responsibility to the membership, as a whole.

Regional Vice Presidents are elected specifically to represent the membership of the States within their Regions.

The Board of Directors normally meets at least two times annually.

The President may call the Board of Directors to meet for the purpose of conducting the business of the Association at any time with the provision of a minimum of 10 days advance notice.

If it becomes necessary to conduct business at a time that is not feasible for the committee to meet together, a Conference Call may be initiated with at least 24 hour notice.

The Board of Directors, by virtue of their elective positions, is vested with the responsibility of determining policy, and conducting the business of the Association.

MINUTES

Minutes will be prepared for all Executive Board meetings and conference calls plus meetings of the general membership held in conjunction with the Mid-Year and Annual Conference.

Minutes will be prepared by the CSG staff for the acceptance of the NEMA Secretary. Minutes should be prepared within three weeks following the meeting. The Secretary will then submit the minutes to the Board of Directors for their approval.

Minutes will not be published or released outside of the NEMA staff without Board of Directors approval.

Minutes should include a separate section detailing specific actions to be taken as the result of Board of Directors decisions.

All decisions reported in the minutes affecting long-range procedures will be added to the separate Board of Directors Policies & Procedures Book.

The NEMA Secretary and the CSG staff will maintain a notebook of all minutes and the Association's Constitution for historical purposes. The Secretary's notebook shall be passed along as that office changes.

BUDGET AND FISCAL POLICIES
FINANCIAL MANAGEMENT GUIDELINES

I. Budget Development and Oversight

A. The NEMA fiscal year will cover the period July 1-June 30.

B. The estimated annual operating budget for the association will be prepared by the NEMA Treasurer with assistance from the NEMA staff at CSG. The Treasurer will present the annual budget to the Board of Directors for their amendment and/or acceptance before the new fiscal year begins.

C. The budget for CSG staff and administrative services will include the full costs of those services including staff time, allocated office expenses such as information services, facilities, telecommunications, insurance and administrative overhead. Since the CSG contributes a portion of the cost of administrative overhead back to NEMA, this will be noted as the "CSG Indirect Recovery" revenue line item.

D. Annual conferences, mid-year meetings and other special activities should be treated as "projects" within the NEMA overall annual operating budget. Thus, these "projects" would have estimated total revenues and expenditures summarized within the annual operating budget.

E. The NEMA Treasurer or other designated board member charged by NEMA with oversight of the budget accounts should receive monthly reports from CSG staff on NEMA revenues and expenditures. Such financial reports will be sent by CSG staff to the appropriate NEMA officer by the 30th of each month for the period ending 45 days earlier.

F. As an affiliated organization with CSG, NEMA will have an annual audit of all funds on account. The CSG currently uses the services of Peat, Marwick Main for its annual audit. NEMA will receive a "due to/from CSG" balance that is scheduled in the certified audit report. Any additional auditing requirements beyond this should be negotiated with CSG.

II. Revenue Collection and Expenditure Guidelines

A. Notices for annual membership dues payment will be mailed by CSG staff near the beginning of the NEMA fiscal year to ensure collection of these funds. CSG will supply invoices for dues which are coded with the NEMA account code numbers for accurate tracking of dues received.

B. Procedures for approval of expenditures will be as follows:

1) CSG staff may charge time and expenses up to the amount of the budgeted in the NEMA annual operating budget which the NEMA Board of Directors has adopted. Beyond these budgeted expenditures, written approval by the NEMA President is necessary for payment of expenditures for CSG services.

2) The NEMA Treasurer will approve any bill or invoice in excess of \$500 prior to its payment. This does not include individual NEMA staff salary expenditures on projects previously authorized and within the operating budget set forth by the Board of Directors.

III. Conference Management

A. All conference revenues will be deposited in the NEMA account with the CSG and conference expenses will be processed and paid through that account in accordance with the policies set forth in Section II, Item B.

B. Conference attendees will receive a numbered receipt for payment of conference registration fees. This practice shall apply regardless of when payment is received, whether it be before, during or after the meeting.

C. Host state cash advances may be approved through normal expenditure-approval procedures as set forth in Section II, Item B. A full and complete accounting of receipts and expenditures must be made by the host state to the Treasurer of the association within 60 days of the conclusion of the conference.

IV. Accounting Practices

A. NEMA will negotiate an annual Memorandum of Agreement spelling out the terms of the association's relationship with CSG. Changes in this relationship can be incorporated through the annual budget process.

B. NEMA operating funds will be processed and recorded through the Council's Finance and Administration Office. This will ensure a complete reporting of all income and expenditures. Any other arrangements will not be covered by the bonding or fidelity insurance of the Council. Accounting records will be maintained by principles set forth as universally acceptable accounting standards and for the purposes of maintaining NEMA's non-profit status.

C. The CSG will pay or charge interest on all account balances.

1) On positive cash balances, NEMA will receive 3/4% less interest than CSG currently earns on an average of its short term investments. Interest will be paid once per month on

the ending positive affiliated fund balance.

2) On negative cash balances, NEMA will pay 3/4% more interest than CSG currently earns on an average of its short term investments. Interest will be charged once per month on the ending negative affiliated fund balance.

3) For positive balances over \$25,000, NEMA will be able to request purchase of longer term investments.

Contractor Expense Compensation-Compensation for Association contractors may be established annually during the budget process for the ensuing year.

Modification and changes in the annual compensation plan may be developed and presented at a regularly scheduled business session.

CONFLICT OF INTEREST

It is the policy of the National Emergency Management Association (NEMA) that all board members disclose any conflict of interest they are aware of to the board. For the purpose of this policy, a conflict of interest may exist when:

1. Any board member, family member of a board member, or entity that the board member or family of the board member has an interest in, stands to gain financially from the actions of the board member while acting in their capacity as a board member.
2. Any board member, family member of a board member, or entity that the board member or family of the board member has an interest in, uses information made available to them as a board member that is proprietary, confidential or otherwise not generally known to the public, with the intent of financial gain.

It is the responsibility of the board member to bring to the immediate attention of the board any conflict of interest or appearance of conflict of interest. An appearance of a conflict of interest would be any action that a reasonable person could interpret as a potential conflict of interest.

If a board member is uncertain as to whether they may have a conflict of interest they should ask the board to render an opinion.

It will be the responsibility of the board member to recuse him or herself from any action or to disclose any potential conflict and recuse from any vote on that issue.

COMMITTEE ASSIGNMENTS AND REPORTS

The Association has traditionally utilized committees to conduct and carry out the business of the organization.

Selection of members to participate on committees or projects should be made on the basis of qualifications, background, and interest expressed to the Board of Directors or the President. Geographic representation should also be considered.

Special committees or task forces may be established by the President to carry out a specific mandate.

The term of special committees shall be determined by the President, however, they shall not be continued beyond the term of the President unless the Vice President wishes to authorize such continuation or the Board of Directors, by majority vote, maintains the committee status.

Recommendations for appointments to any committee must result from a consideration of the following factors:

- Ability to attend the mid-year and the annual conference;

- Ability to attend (if necessary) one or two additional meetings during the year, pending the availability of funds;

- Ability to devote time during the month to Association business as may be required by assignment;

- Ability to weigh and consider issues in an objective manner;

- Ability to communicate with other committee members in an open and direct manner;

- Other committee assignments which may interfere with meetings.

All committee chairpersons are requested to file a report with the President and Board of Directors within ten days of any meeting or other function attended on behalf of the committees or the Association.

A written committee report is to be submitted to the President and Board of Directors prior to the annual conference.

Reports on contract work being carried out by any committee must be prepared and submitted in accordance with the terms of the contract.

Committees may be formed and the committee chairs appointed and charged by the NEMA President, generally at the annual meeting.

The mission and charge of a committee is set by the President. Additional direction may be given through projects referred by the Board of Directors to the committees.

Committee reports will be made to the Board of Directors at requested intervals.

Committees should utilize the CSG staff for staff support for information gathering and administrative support. The intention is two-fold: to reduce the financial and staff burden on the states of committee members and to keep the staff and Board of Directors updated on committee activity.

Committee chairs are required to copy CSG staff and the NEMA President on all correspondence conducted on the part of the committee. Documentation on the committee's work will then be compiled for distribution at Board of Directors meetings or for future committee chairs.

Committees may not make the Association liable for any contract or agreement. Proposals for commitments from NEMA must be forwarded to the Board of Directors for their approval prior to any execution.

Minutes of committee meeting are not required. However, committees are urged to submit recommendations in writing for any Executive Board or membership decisions.

The Private Sector Committee can name a liaison to each committee to serve as a non-voting member.

SUBCOMMITTEES

The NEMA President may form subcommittees of NEMA Standing Committees to serve as a technical resource for the full committee and to provide a forum for state staff to exchange information, ideas and best practices to advance specific areas of emergency management.

The NEMA President appoints and charges the subcommittee lead, generally at the same time full committee chairs are appointed in conjunction with the annual conference. The President may delegate this authority to the full committee chair if so desired.

At the invitation of the committee chair, subcommittee reports may be made to the full standing committee at the NEMA Mid-Year and Annual Conferences and at other requested intervals. The subcommittee lead may be invited by the full committee chair to participate in committee conference calls, meetings or other committee related events. Subcommittee leads and members are not voting members of the full committee but are considered a technical resource to the committee.

Subcommittee leads are required to seek approval from the full committee chair on all formal correspondence conducted on the part of the committee. The NEMA staff will coordinate the approval process.

Policy positions developed by subcommittees must be sponsored by a state director committee member and vetted through the standing committee utilizing the process outlined in the NEMA Policies & Procedures.

Subcommittees may not make the Association liable for any contract, agreement or financial obligation. Proposals and requests for funding and other commitments on behalf of NEMA must be forwarded to the appropriate standing committee for their approval prior to any execution.

Minutes of subcommittee meeting are not required. However, subcommittees are urged to submit recommendations in writing for any standing committee review and approval.

CONFERENCE, SEMINARS AND MEETINGS

It is the policy of this Association to schedule and conduct conferences, seminars and meetings that are designed to meet the professional needs of the Association members, provide for an exchange of information, establish a positive image reflecting the Association's goals and objectives, and conduct official business of the Association.

The types of official meetings under the direction and management of this Association include, but are not limited to the following;

EVENT	TIME	LOCATION
Annual Fall Conference	Generally Sept/Oct	Determined by the President
Mid-Year Conference	February/March	Washington, DC
Board of Directors	Minimum Mid-Year and Annual Conferences. Others as determined by The President.	Determined by the President
Standing & Special Committees	Recommended by the Committee Chair with Concurrence of the President	
Contract Work Meetings	Designated by the terms of the contract and work plan	
New Directors Workshop	In conjunction with Mid-Year Conference site and/or Annual Conferences as needed and held annually by the Emergency Management Institute	

Site selection for the annual conference shall be determined by the current President.

Facility arrangements shall be coordinated by the Association President or designee.

The President and Board of Directors shall establish a projected conference budget, identify line item allocations, and approve all expenditures. Administrative and conference expenditures shall be clearly delineated.

The conference fiscal records shall clearly identify receipts and expenditures.

The President or designee shall develop the program format, identify speakers, make

initial contact and extend invitations.

The President or designee shall coordinate with the facility management on the arrangements for space for meetings and special functions.

The President or designee may appoint an association member or one of his/her staff to be responsible for soliciting and coordinating vendor exhibits.

CONSULTANT/PROFESSIONAL SERVICES

It is essential at times to obtain financial, legal, and professional counsel and advice related to the Association's business, and to subcontract work that the Association has agreed to conduct under a grant or terms of a contract. The Association has the option of obtaining such service via a variety of mechanisms.

Such professional service providers are directly responsible to the Board of Directors.

Legal or Financial Services:

The President is the authorized agent of the Association to convey requests and information related to issues requiring either financial or legal opinion whether formal or informal and to execute contracts and subcontracts for professional services which the Association membership supports.

If an issue is of such magnitude as to require a significant commitment of time from a CPA or an attorney, the President shall provide the Board of Directors with an estimate of the costs and terms necessary to resolve the issue prior to entering into an agreement for services.

At no time shall any attorney or financial consultant acting on behalf of the Association also provide personal services to any officer of the Association. Such action is deemed in direct conflict to the interests of all parties and may constitute the basis for immediate termination of services, position, or office.

Professional Services:

The President must seek such services through the distribution of a request for proposals to individuals or agencies who indicate an interest or can provide the skills being sought.

The President may determine the length of time requests for proposals will be accepted.

The Board of Directors may act as the selection board but must use a grading system by which to evaluate all eligible proposals.

A record of the selection process will be maintained by the Association for a period of three years.

CORRESPONDENCE AND COMMUNICATION

It is the Association's policy to address the concerns of the membership. It is therefore imperative that issues communicated through correspondence or other means be addressed by the appropriate officials.

Communications sent to the President or to any Association Officer or appointee is expected to generate a response within ten working days of receipt, by the person to whom the communique was directed.

When correspondence relates directly to the business of the Association, the President shall assure that a response has been given, and that all records pertaining to the matter are maintained for a period of time specified by the Board of Directors. Copies of all correspondence should be sent to the CSG for safekeeping.

INTER-ORGANIZATIONAL LIAISON

It is the policy of the Association to promote inter-organizational liaisons which result in a working relationship and communications that are mutually beneficial to all concerned.

Such liaison will be specifically directed at providing a point of contact for information, and identifying and supporting commonalities of purpose.

The President is authorized to offer reciprocal membership to selected members of other organizations with similar goals of endorsing and supporting the field of emergency management.

Such members will receive the same benefits as the appropriate category provides.

MEMBERSHIP

The National Emergency Management Association's primary members are the 50 states, the District of Columbia, 7 insular states, and territories of the United States of America. Associate memberships include key state staff, state homeland security advisors, individuals, corporations or other organizations which in the opinion of the Board of Directors will aid and assist the association.

The Association welcomes new members who have a significant and active interest in the support and enhancement of national emergency management policy. State, county, and municipal personnel who directly supervise or support emergency management programs are encouraged to participate in NEMA activities with their appropriate state delegation.

Membership in NEMA provides a variety of benefits such as a clearinghouse and source of information; a directory of all members; legislative updates; a conduit for expressing a specific position on contemporary issues; and the opportunity to contribute or participate in activities at the national level that impact emergency management programs nationwide.

The primary members are urged to advertise, recruit, and assist in the viable expansion of the Association.

Development of membership campaigns will be coordinated by the Association's Vice President and the Past Presidents Committee Chair.

NEW DIRECTORS TRAINING PROGRAM

The New Directors Training Program is designed to give new directors timely and direct access to the information and resources needed; to provide mentors during the early days; to tie new directors into the extensive NEMA network; and in so doing to collectively strengthen the federal-state-local system of comprehensive emergency management.

Part One: A New Director Is Appointed

Within 30 days:

1. A welcome letter from the NEMA President is sent to the new director. The letter includes the State Director Guide to NEMA, an invitation to the next NEMA conference or meeting, a NEMA Membership Directory, current brochures and publications and contact information for their NEMA Regional Vice President.

Within 60 days:

2. The regional vice president schedules a one day orientation on state director responsibilities and current emergency management issues. The orientation will be held in the offices of the regional vice president if possible. If not, the orientation will be held in the offices of the new director. Current NEMA leadership, past presidents and other state directors within the region may participate in the orientation.

Part Two: Training Workshops

A one-day training workshop may be held immediately prior to the NEMA Annual and Mid-Year Conferences. Training is conducted by NEMA's most experienced state directors, past presidents and other subject matter experts. This workshop is focused on interactive dialogue, roundtable discussions, sharing of experiences in real world events, networking and relationship building

The Emergency Management Institute has developed a 4-day comprehensive training curriculum for new state directors which is to be delivered annually by EMI. NEMA will participate, on an ongoing basis, in the continued refinement and updates to the training curriculum and will assist in the identification of timely topics and speakers.

POSITION PAPERS AND RESOLUTIONS

In order to clearly state the position the Association may take on an issue, the Board of Directors, a standing committee, or NEMA general membership shall (1) determine if they wish to address it formally, and (2) identify in specific terms the issue as it is perceived. It may then be referred to an existing committee (or taken up by a standing committee of origin), or a special committee, or an individual for investigation and deliberation. A position paper, as described below, shall contain the formal position of the Association on the issue.

A committee or individual may submit a report, and a position paper or a resolution with recommendations to the Board of Directors or general membership for action.

Prior to official publication of the position paper or resolution, it must receive a majority vote of the NEMA members present, accepting it as an official document which reflects the Association's position or recommendation.

The unauthorized dissemination of an unapproved or draft report, position paper or resolution is expressly prohibited.

Following is information relative to the purpose and preparation of position papers and resolutions plus a sample standard format.

POSITION PAPERS:

The purpose of a position paper is to evaluate a proposal or to state and support a position on an important issue.

It is used to advocate a particular position on a subject.

It provides the rationale for that position.

It may be used to transmit ideas or concepts from one organization to another.

The opening or introductory paragraph should contain a clear and concise statement of the purpose and the position on the issue.

The body of the paper should consist of a series of statements that support or defend the position.

Adequate, accurate and relevant support material in sufficient detail to meet the objective is a must.

The concluding paragraph should contain a recommendation or a restatement of the position.

SAMPLE FORMAT FOR A POSITION PAPER

DATE: (Date of adoption by the body)

POSITION PAPER ON ...

SUBJECT: (Brief description of the issue to be addressed)

DISCUSSION: (Opening paragraph: Clear statement of purpose in presenting the issue and the position on the issue)

(Successive paragraph(s) in support of and/or defending the position)

RECOMMENDATION: (Recommendation or a restatement of the position)

Moved: Name (State)

Disposition: (Passed, Tabled, etc.)

Second: Name (State)

Authenticated: _____
Secretary

ie.: NEMA Fall Conference, September 1992, City, State

RESOLUTIONS:

A resolution is a motion submitted in writing.

It is normally used for important or complex questions, or when greater formality is desired.

Resolutions should be prepared in advance of a meeting and put in writing before they are offered.

When circumstances make it desirable to include a brief statement of background, a preamble is placed before the resolving clauses.

The preamble provides information without which the point or merits of the resolution are likely to be poorly understood, or where unusual importance is attached to making certain reasons for an action a matter of record.

Resolutions should contain no more preambles than necessary.

Each preamble begins with the word "Whereas" followed by a comma. The next word begins with a capital letter.

The preamble never contains a period, no matter how many paragraphs it has. Each paragraph closes with a semicolon followed by the connecting word "and", as follows: ; and ,...

The last paragraph closes with a semicolon followed by a connecting expression, such as: now, therefore, be it...

The word "Resolved" is underlined or printed in italics. It is followed by a comma and the word "That"---which begins with a capital T.

The first Resolved should begin: "Resolved, by the National Emergency Management Association in general session assembled, That..."

Resolutions should be authenticated and dated by the Secretary. The venue for the general session should be identified.

SAMPLE FORMAT FOR A RESOLUTION

Date: (Date of adoption by the body)

A RESOLUTION ON ...

Whereas, The (text of first preamble clause); and,

Whereas, The (text of successive preamble clauses); and,

Whereas, The (text of last preamble clause); now, therefore, be it

Resolved, by the National Emergency Management Association in general session assembled, That (text stating recommended action); and, be it further

Resolved, That (text stating any additional action(s) to be taken)

Moved: Name (State)

Disposition: (Passed, Tabled, etc.)

Second: Name (State)

Authenticated: _____
Secretary

ie.: NEMA Fall Conference, September 1992, City, State

AWARDS AND RECOGNITIONS

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 who have represented the profession well by their outstanding performance.

Presidential Citation: To be selected and awarded annually as warranted by the Association President to an outstanding contributor(s) who represents the principles and practices for which the Association stands.

Lacy E. Suiter Distinguished Service Award: This award is presented to an individual that has made cumulative outstanding contributions to some aspect of emergency management preparedness, mitigation, response and recovery at a local, state, regional or national level. These accomplishments over a career should be of unusual merit. The award may be presented annually and in conjunction with the Annual Conference.

Congressional Award: This award is presented annually to members of Congress whose efforts have greatly enhanced national emergency management and homeland security programs. The award(s) is presented in conjunction with the Mid-Year Conference. Members of Congress are nominated for the award by the NEMA Legislative Committee and voted on by state directors. The award is bipartisan.

Executive Citations: To be selected by the Regional Vice Presidents and awarded annually as warranted by a representative of the Board of Directors to members of the Association who exemplify the image of the profession and are endorsed and supported by peers and colleagues.

Honorary Citations: To be selected by the Board of Directors and awarded annually as warranted to not more than two individuals from any profession who have visibly and actively supported the Association and its efforts to improve the level of awareness or preparedness nationally.

Honorary Lifetime Membership: To be awarded annually to the outgoing NEMA President. Others to be nominated by a member in good standing and voted on by the Board of Directors in recognition of outstanding dedication and service to the Association.

All recommendations for awards and recognition shall be considered by the NEMA Board of Directors with the exception of the Presidential Citation.

In all cases, awards must reflect the ethical and professional conduct of the recipients and the integrity of the Association.

Awards and recognitions shall be presented by the President, or an appropriate designee.

Exception: Certificates recognizing persons for participating in special activities or functions may be given by the President at a time and place of the choosing of that officer.

The list of individuals from the association who will receive a gift/award for leadership or service will be prepared by the Board of Directors.

Past presentations have been to the outgoing president, honorary life members, gifts for the president's spouse and host state chair's spouse for hosting the spouse/guest program.

The budget for gifts/awards will be set by the Board of Directors. The appropriate level of gift will be agreed upon by the Board of Directors.

Gifts/awards will be presented at the closing banquet of the annual conference unless otherwise agreed upon by the Board of Directors and the conference planners. The presentation to the outgoing president and his/her spouse is generally made by the incoming president and his/her spouse. Any other presentations will be made by the president or his/her designee.

ENDORSEMENTS

NEMA shall establish standing and ad hoc committees which shall exist and function at the pleasure of the President.

Each committee shall receive a budget and charge (outline of priorities and activities) from the President, with the approval of the Board of Directors, at the annual conference.

In the event that a committee should determine that an endorsement or recommendation of a product, service or issue by NEMA is warranted, the committee shall present its findings to the Board of Directors. The Board of Directors may elect to endorse, on a non-exclusive basis, the product, service or issue on behalf of the Association. Such endorsements shall bear no guarantee or commitment on NEMA in terms of volume, number or dollar value. Likewise, such endorsement shall bear no commitment from any State.

NEMA shall not participate in the marketing of the product, service or issue other than to issue the decision of the Board of Directors to the NEMA membership.

Vendors or other organizations involved with NEMA committee activities shall be specifically instructed not to use the NEMA name or logo without the written permission of the Board of Directors.

MAILING LISTS

1. The mailing list of the NEMA Membership will be maintained by CSG in a database format for use in multiple applications.
2. The membership directory will be kept up-to-date as necessitated by member changes. An updated directory will be sent to members, at the rate of twice per year one of which may be provided electronically. Members can also receive additional copies of the directory upon request.
3. Individuals shown on the membership directory will be the state emergency management directors from each of the fifty states, the District of Columbia and the territories, or the appropriate state designee and other members of the Association in good standing.
4. Mailing lists will not be sent to other organizations for recruitment purposes without the authorization of the Board of Directors. Access to the NEMA membership mailing list shall not be given to other organizations without the expressed permission of the Board of Directors.
5. Any inquiries about individual members will not be given without permission of the person inquired about.

ELECTIONS AND VOTING

In order to be placed on the ballot for election to office, the candidate must be a member in good standing for at least two previous years and submit the following to the nominating committee at least 60 days prior to the first schedule day of the annual conference.

- A letter stating candidacy and a brief resume.
- A letter of support from the candidate's immediate supervisor or department director approving the time and travel necessary to satisfactorily fulfill the office requirements.

Nominations may be received from the floor according to Robert's Rules of Order. In order to be considered for the office, the candidate must at time of nomination provide the same two items above.

All individuals meeting these requirements shall be considered candidates for the office they seek.

PROPOSAL TO REQUEST FUNDING

It has been and is the practice of this Association to seek funds from various sources in order to accomplish specific tasks that are in the best interest of the Association and to provide the benefit of the expertise of Association members to agencies seeking that experience. Therefore, the Association may prepare formal proposals to be submitted to agencies identified as potentially supportive and interested in utilizing the expertise of the Association's membership.

Members are encouraged to contribute funding proposal suggestions through their Regional Vice-President to the Board of Directors. If such a suggestion is accepted, the contributing member may serve as a member of a proposal development team.

The President or designee is authorized to act in the Association's behalf as Contracting Officer on contracts or agreements accrued and authorized by the Board of Directors.

As projects are proposed and approved as to concept by the Board of Directors, the formal preparation for submittal will be the responsibility of a designated Contracting officer.

Such proposals require a specific commitment of the Association, the formal proposal shall be submitted for review no less than 10 days before a vote is taken by the Board of Directors.

Functions related to contract management include, but are not limited to, preparation, submittal, negotiation, implementation, monitoring, evaluation, etc. These shall be carried out in close coordination with the President.

The Board of Directors will receive regular up-to-date reports of project status.

Due to the nature of the negotiating process, it is imperative that the Board of Directors maintain confidentiality of the purpose, finances and scope of a proposal until the approved proposal has been finalized by the authorized agents.

NEMA STRATEGIC PLAN

NEMA will develop and maintain a five-year strategic plan for the Association. The NEMA President, Vice President, Board of Directors and Past Presidents Committee have the responsibility for developing, implementing and maintaining a strategic plan for the Association.

The five-year strategic plan will be reviewed annually by the Board of Directors, Past Presidents Committee and others as appropriate. This annual review will be convened by the NEMA President in the spring of each year.

Revisions and updates to the NEMA Strategic Plan will be presented to the membership for approval at the Annual Conference.

The NEMA Strategic Plan will be made available to the full membership and others as appropriate.

VETTING AND ENDORSEMENT OF PRESIDENTIAL NOMINATIONS

When presidential nominations are announced for positions that have roles, responsibilities or dealings with state emergency management directors and their agencies, NEMA will implement the following policy:

1. When nominations are announced, the NEMA staff will evaluate the nominee's qualifications based on NEMA recommended criteria for key positions.
2. The results of the evaluation will be provided by NEMA staff to the NEMA Board of Directors along with a recommendation for endorsement or no endorsement of the nominee.
3. The Board of Directors will provide its recommendation on the nominee to the NEMA membership for concurrence.
4. If the majority of state members concur with endorsement of the nominee, NEMA will write a letter of support. If the nominee does not meet the NEMA recommended criteria and does not warrant endorsement by NEMA, the organization will be silent on the nomination.
5. If a State Director or Board Member is the nominee, the State Director or Board Member should recuse him/herself from participation in the Board review of the position for which they are nominated, or the voting on the recommendation, including any discussions leading to the votes.

Recommended FEMA Director Qualifications, Knowledge, Expertise

- Emergency management or similar related career at the federal, state or local government level;
- Executive level management experience, governmental administration and budgeting;
- Understanding of fundamental principles of population protection; disaster preparedness, mitigation, response and recovery; command and control;
- Understanding of legislative process; and
- Demonstrated leadership; demonstrated ability to exert authority and execute decisions in crisis situations.