



CONSTITUTION AND BYLAWS
OF THE
IDAHO EMERGENCY MANAGEMENT ASSOCIATION
(Revised and Approved, February 3rd, 2014)

ARTICLE I

NAME AND GEOGRAPHICAL LIMITS

SECTION 1 The name of the organization for which this instrument is written shall be the "IDAHO EMERGENCY MANAGEMENT ASSOCIATION," *hereinafter referred to as the, "Association."* The term EMERGENCY MANAGEMENT, for the purposes of these bylaws, include all allied fields, including but not limited to: civil defense, disaster services, emergency services, and office of public safety.

SECTION 2 Membership shall be open to any individual professionally engaged or interested in the promotion of Emergency Management and allied fields within the State of Idaho, except as otherwise provided for in Article III.

ARTICLE II

PURPOSE

SECTION 1 The purpose of the Association shall be:

- A. To promote the effectiveness of Disaster Relief and Emergency Management planning and action through the mutual understanding and coordinated efforts of its members.
- B. To serve as a clearinghouse for ideas, suggestions, and courses of action for the mutual benefit of its members.



- C. To represent its combined membership in recommending modifications and/or improvements to State or National Emergency Management organizations, or to other government leadership, in order to better accomplish the objectives of the Emergency Management Program.
- D. To promote and coordinate educational and social activities for the mutual benefit of its members and all others having an interest in Emergency Management.

ARTICLE III

MEMBERSHIP

- SECTION 1 REGULAR Membership is defined as the director/coordinator/manager of a county/city/tribe, or local intergovernmental Emergency Management agency in the State of Idaho. Regular members who have paid their annual dues are considered to be members IN GOOD STANDING.
- SECTION 2 ASSOCIATE Membership is defined as any individual, excluding Regular Members as defined in Section 1, professionally engaged in the promotion of Emergency Management and allied fields within the State of Idaho. Each Associate Member is entitled to attend all regular and special meetings of the Association.
- SECTION 3 The ASSOCIATION may invite the participation and attendance of other Non-Member Emergency Management practitioners to attend regular and special meetings, including conferences and workshops, as deemed appropriate.
- SECTION 4 HONORARY LIFE MEMBERSHIP may be granted to organizations or individuals as recognition for exceptionally outstanding service to the cause of Emergency Management in the State of Idaho. Such service must definitely exceed the normal standard of excellence to be expected in the conduct of Emergency Management activity. No regular Emergency Management organization, as such, shall be eligible, nor shall Honorary Life Membership be presented automatically to any organization or individual.



SECTION 5 PROCEDURES FOR GRANTING LIFE MEMBERSHIP:

- A. Original recommendation may come from any member of the Association and must be submitted in writing to the Membership Committee along with a complete resume of supporting reasons and/or evidence.
- B. Upon receipt of any such recommendation, the Membership Committee shall cause its members to conduct an impartial and objective investigation into the merits of the case; and upon unanimous concurrence of the Membership Committee shall refer it to the Regular Membership at the next Annual Conference for action.
- C. Voting on final approval of Honorary Life Membership by the Regular Membership present and voting at any Annual Conference shall be by secret written ballot only. A two-thirds (2/3) majority of present voting membership will be required to grant the subject organization or individual the Honorary Life Membership along with such distinctive insignia and certificate of membership that shall have been determined fitting.

ARTICLE IV

VOTING

- SECTION 1 Each REGULAR Member in good standing, represented either by delegation or proxy, shall be entitled to cast ONE (1) vote only on any matter brought before the Association at any of its regular or special meetings.
- SECTION 2 A PROXY vote shall consist of written or electronic authorization from the normal head of any Emergency Management organization having REGULAR Membership in good standing and shall have been received by the Secretary of the Association prior to the time such vote is to be cast.
- SECTION 3 The REGULAR Membership present at any duly called regular or special meeting of the Association shall constitute a voting quorum unless otherwise specifically provided for in these articles.



SECTION 4 No ASSOCIATE, invited NON-MEMBER or HONORARY LIFE MEMBERSHIP shall be entitled to vote on matters pertaining to ASSOCIATION policy or operation, except that such restriction shall not serve to invalidate an otherwise qualified vote based upon Regular Membership in good standing.

ARTICLE V

DUES AND FEES

SECTION 1 ANNUAL DUES shall be \$150.00 for each Regular Membership and \$25.00 for each Associate Membership, but dues shall be waived for Honorary Life Membership.

SECTION 2 REGISTRATION or OTHER FEES for IEMA expenses associated with conducting an annual conference, or any regular or special meeting of the ASSOCIATION shall be established and may be assessed by IEMA.

SECTION 3 The Association's fiscal year shall be October 1st thru Sept. 30th.

SECTION 4 Any MONIES associated with the IEMA will be held with the Idaho Association of Counties and will be subjected to a yearly audit. All expenses and payments for the IEMA will be managed by the Idaho Association of Counties. The President after consultation with the Executive Board of IEMA, may authorize the purchase of, or make preparation for, any reasonable facilities, meals, snacks or reasonable needs that may be necessary for an IEMA meeting. Any MONIES REMAINING in excess after payments of all expenses for any regular/special meetings or conferences of the Association will become a part of the GENERAL FUND of the Association, subject to such use or expenditures as may be properly authorized in the regular course of its business. An annual budget will be developed by the Executive Board of the IEMA and submitted to the Idaho Association of Counties to manage not later than September 30th of each year.



ARTICLE VI

BOARD OF DIRECTORS AND COMMITTEES

SECTION 1 OFFICERS of the Association shall be: one PRESIDENT, six VICE-PRESIDENTS; (one representing each of the six regions). A Secretary will be appointed under the auspices of the President. This shall be known as the Executive Board of the Idaho Emergency Management Association.

SECTION 2 ELIGIBILITY for an OFFICER of the Association shall be the ACTIVE HEAD of a local recognized Emergency Management organization in the State of Idaho without restriction as to size or location in the State and such active head must officially be listed as a Regular Member in good standing.

ARTICLE VII

ELECTIONS AND TERMS OF OFFICE

SECTION 1 Subject to the provisions set forth elsewhere in these Articles, and following proper nomination of candidates, the OFFICERS of the Association shall be ELECTED by MAJORITY VOTE of the Regular Membership present and voting at each ANNUAL CONFERENCE of the Association.

SECTION 2 NOMINATION for elective office shall originate with a duly appointed Nominating Committee, or from the floor.

SECTION 3 NORMAL TENURE in any elective office of the Association shall be for 2 years from the time of installation at the Annual Meeting until a successor has been duly elected and installed. The IEMA Executive Board shall consist of eight (8) members as follows: the President, Vice Presidents representing each of the 6 regions of the State of Idaho, and a Secretary.

SECTION 4 Except for the office of President, any VACANCY occurring in elective office between Annual Conferences of the Association, shall be filled by PRESIDENTIAL APPOINTMENT, such appointment to remain in effect until a duly elected successor is installed.



SECTION 5 Normal TENURE in any APPOINTIVE OFFICE, including committee assignments, but excluding elective office, shall be from time of appointment until the end of the fiscal year of the Association unless otherwise specified for the accomplishment of a particular task or project; PROVIDED: That tenure in any appointive office may be terminated at the discretion of the President.

SECTION 6 An IEMA Board Member may be removed from office by a vote of two-thirds (2/3) of the total number of the voting members, at a meeting called for that purpose.

ARTICLE VIII

DUTIES OF OFFICERS

SECTION 1 The PRESIDENT shall serve as Presiding Officer for all regular and special meetings of the Association, performing all duties generally required of such office in similar organizations, and such other duties as may be delegated to him/her by a majority of the Regular Membership of the Association.

SECTION 2 A VICE-PRESIDENT shall perform all duties of the President in case of the latter's absence or inability to perform such duties. In the event of resignation or death of the President, a VICE-PRESIDENT shall serve as ACTING PRESIDENT until the next regular election of officers. The Vice-President to assume the Presidents duties will be chosen by vote of the Executive Board.

SECTION 3 The SECRETARY shall keep and submit accurate minutes and records of all Association proceedings and business, and submit them to the IAC. He/she shall also handle such correspondence or secretarial duties as may be required by the Association or its Presiding Officer.



ARTICLE IX

MEETINGS

- SECTION 1** The ANNUAL CONFERENCE of the Association shall be held each year at the time of the mid-winter IAC Conference/Workshop. Normal transactions at any Annual Conference shall include ELECTION OF OFFICERS in addition to any other matters that may properly be submitted for action of the membership assembled.
- SECTION 2** SPECIAL MEETINGS of the Association may be called by request of the President and/or Vice Presidents when in his/her judgment such special meeting is called for the majority benefit of the Association.
- SECTION 3** PRIOR NOTICES OF MEETINGS:
- A. Unless otherwise required by an emergency, not less than thirty (30) days advance notice of any intent to hold an Annual Conference or Special Meeting of the Association shall be furnished in writing to the full Membership (Regular, Associate and Honorary Life Members) in good standing.
- B. Prior to convening, the IEMA Executive Board and authorized Committees shall issue the Association membership a written notice of intent to meet. This notification shall include the proposed agenda and shall be transmitted not less than seven (7) days before the scheduled meeting, unless prevented by an emergency.
- C. An emergency is an action that needs to be taken within a limited time frame by the President, the Executive Board, or a committee.

ARTICLE X

COMMITTEES

- SECTION 1** The Association President shall APPOINT MEMBERS, DESIGNATE the Chairperson and outline the duties of any Special Committees as may serve the best interests of the Association.
- SECTION 2** The Association President shall APPOINT MEMBERS and DESIGNATE the Chairperson of any such Special Committee as may be directed by a majority vote of the Regular Membership, and the Committee shall perform such duties as may be defined at the time of its creation.



SECTION 3 All Committees shall issue a report to the full membership at the next annual meeting following the year in which they were active.

ARTICLE XI

PARLIAMENTARY AUTHORITY

SECTION 1 Except as may be specified elsewhere in these Articles, ROBERTS, "RULES OF ORDER" shall be the PARLIAMENTARY AUTHORITY for all matters of procedure at any Association or Committee meetings; PROVIDED, that a suspension of rules may be directed by a two-thirds (2/3) majority of the Regular or Committee Membership present and voting.

ARTICLE XII

FUND RAISING

SECTION 1 NO FUND RAISING activity shall be conducted in the name of this Association by any person or combination of persons unless prior SPECIFIC AUTHORITY thereof has been given in writing by the Association President, or by means of a majority vote of the Executive Board.

ARTICLE XIII

AMENDMENTS, CHANGES, REVISIONS

SECTION 1 This Constitution and By-Laws may be AMENDED, CHANGED, OR REVISED by a two-thirds (2/3) favorable vote of the Regular Membership present and voting at any Annual Conference/Workshop of the Association provided that written notice setting forth the proposed change(s) shall have been furnished to the Regular membership (excluding Associate and Honorary Life Members) in good standing not less than fifteen (15) days prior to such conference/workshop.

SECTION 2 In the ABSENCE of ADVANCE NOTICE pertaining to a change or changes as described in Section 1 of this Article, approval shall require unanimous favorable vote of the Regular



Membership present and voting at the Annual Conference where such change(s) are submitted for action thereon.

ADOPTED by the Regular Membership of the Idaho Emergency Management Association (IEMA) assembled at the Annual Business Meeting in Boise, Idaho this 3rd day of February 2014.

ATTEST:

Jerry Zumalt

Jerry Zumalt
IEMA Secretary

APPROVED:

Bob Howard

Bob Howard
IEMA President

2014 IEMA Conference Minutes
By-Laws Revision section

- A. The IEMA By-laws revision proposals were presented by the Secretary.
- a. Article VII, Elections and Terms of Office: insert, “board members shall be elected for a two (2) year term.” Remove Section 4 and renumber remaining Sections sequentially. Motion: Mike Bright; second: Carol Killian. Motion adopted.
 - b. Article VII, Elections and Terms of Office: Accept the proposed language inserting, “Executive,” between IEMA and Board and “representing each,” of the 6 Regions following Vice Presidents; and remove “The IEMA Board at a board meeting shall fill vacancies of an elected member of the board, and the appointee shall out the unexpired term of that Board Member,” Section 3. Motion: Dave Kramer; second: Greg Adams. Motion adopted.
 - c. Article IX, Meetings: replace the existing language in Section 3, B, with the following, “Prior to convening, the IEMA Executive Board and authorized Committees shall issue the Association membership a written notice of intent to meet. This notification shall include the proposed agenda and shall be transmitted not less than seven (7) days before the scheduled meeting, unless prevented b an emergency.” Motion: Dave Kramer; second: Greg Adams. Motion adopted.
 - d. Article X, Committees: Retain Section 1 and Section 2, as written. Add the Section 3 proposed language for Section 3: “All Committees shall issue a report to the full membership at the next annual meeting following the year in which they were active.” Motion: Clint Blackwood; second: Scott Reese. Motion adopted.
 - e. Article XII, Fund Raising: Add the proposed language to Section 1, “or...Executive Board.” Motion: Greg Adams; second: Todd Herrera. Motion adopted.