

CONSTITUTION AND BYLAWS
OF THE
IDAHO EMERGENCY MANAGEMENT ASSOCIATION
Revised and approved September 30, 2024

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 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 (per Idaho Code Title 46 Ch. 10), local intergovernmental Emergency Management agency, or an individual, in the State of Idaho, who is approved for Regular membership may also be through the approval of the Membership Committee and ratification of the general membership during the next business meeting. 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 recognized 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 activities. No regular Emergency Management organization, as such, shall be eligible. not shall Honorary Life Membership be presented automatically to any organization or individual.

SECTION 5 PROCEDURES FOR GRANTING LIFE MEMBERSHIP:

A. Original recommendation for Life Membership may come from any member of the Association and must be submitted in writing to the Executive Board along with a complete resume of supporting reasons and/or evidence.

B. Upon receipt of any such recommendation, the Executive Board shall cause its members to conduct an impartial and objective investigation into the merits of the case and accept or reject the recommendation.

C. Prior to a scheduled conference, the Executive Board is authorized to grant Honorary Life Membership along with such distinctive insignia and certificate of membership that are fitting.

ARTICLE IV

VOTING

SECTION 1 Each Regular Member in good standing, represented either by delegation, shall be entitled to cast one 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 specified provided for in these articles.

SECTION 4 No Associate, invited Non-Member or Honorary Life Member 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 \$200.00 for each Regular Membership and \$75.00 for each Associate Membership. Dues shall be waived for Honorary Life Membership.

SECTION 2 The IEMA Executive Board is authorized to establish registration or other conference fees associated an annual conference or regular or special meeting of the Association.

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 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: Association President and seven (7) Vice-Presidents, one from each of the IOEM regions representing county/tribes and one representing all non-county/tribal members. These are elected positions that together comprise the Executive Board of the Idaho Emergency Management Association. The Association Secretary shall serve as a non-voting member to assist the Executive Board.

SECTION 2 Only members in good standing are eligible to serve as an officer of the Association.

ARTICLE VII

ELECTIONS AND TERMS OF OFFICE

SECTION 1 Regular members in good standing are eligible for all offices. Candidates may publicly declare their candidacy any time prior to election. The Association President shall oversee the annual general or scheduled special election. All candidates must be nominated to be considered for office according to Article VII, Section 2. Nominees shall be afforded an opportunity to accept or reject the nomination either verbally or in writing and may be given an equal opportunity to address the membership in attendance prior to balloting. Contested positions shall be elected by secret paper ballot voted by all regular members in good standing present or through proxy as prescribed by Article IV, Section 2. Paper balloting shall be administered by the Association Secretary. Members may not change their vote once cast during the election. A simple majority of votes that are cast determines the candidate elected to office. The Association President shall resolve any tied vote by using a coin flip between the top two nominees. The Association President may declare any uncontested position with a single nominee elected without requiring a motion or ballot. The Executive Board shall appoint any unfilled Vice-President positions for the upcoming term within 24 hours after the conclusion of elections. The President shall appoint an Association Secretary.

SECTION 2 All nominations shall originate from the floor.

SECTION 3 Term for all elected offices of the Association shall be 2 years from the time of installation at the Annual Meeting and concludes when a successor has been duly elected and installed. The IEMA Executive Board shall consist of nine (9) members as follows:

Association President and seven (7) Vice- Presidents, one from each of the IOEM regions representing county/tribes and one representing all non-county/tribal members. The Association Secretary shall serve as a non-voting member to assist the Executive Board.

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 term of service in any committee shall be from time of appointment until the conclusion of the following annual Association Conference unless otherwise specified by the Association President or Executive Board for the accomplishment of a specific task or project. The Association President or the Executive Board may create, extend, or terminate any active committee at their discretion.

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 Vice-Presidents shall represent their regions as members of the Executive Board and assist the Association President as requested in the conduct of IEMA business and activities.

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.

SECTION 4 The Executive Board shall appoint a President Pro-Temp by majority vote to temporarily serve during the absence of the Association President at any scheduled conference or meeting with full authority and responsibility to perform all duties of the President during the President's absence. In the event the elected President is unable to resume serving in office, the President Pro-Temp shall serve for the remaining term except where the Board directs a special election.

ARTICLE IX

MEETINGS

SECTION 1 A Regular Meeting will be held at least annually to include election of officers in addition to any other business that may properly be submitted for action of the membership assembled. The number of Regular Meetings during a year is to be determined by the Executive Board as long as required notices are given.

SECTION 2 Special Meetings of the Association may be called by request of the President and/or Vice Presidents when in his/her judgement 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 Regular or Special Meeting of the Association shall be furnished in writing to the full Membership (Regular and Associate) 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 During a business meeting of the Association, all active committees shall issue a report of activities and/or accomplishments during the term of service, either verbally or in writing as directed by the Association President.

SECTION 4 Any duties not assigned to a committee is assumed to be a duty of the Executive Board.

ARTICLE XI

PARLIMENTARY AUTHORITY

SECTION 1 In all Association procedures not provided for by these Bylaws, Robert's Rules of Order, Newly Revised shall be the authority for the conduct of official business. It shall be the duty of the Executive Board, in an advisory way, when called upon to do so by the Association President or membership to advise the presiding authority on the proper rule(s).

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 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 Regular Meeting 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 meeting.

SECTION 2 In the absence of advanced 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 Business Meeting completed Virtually on Microsoft Teams, September 30th, 2024.

APPROVED:



Chris Corwin
IEMA President

ATTEST:

Adam Gonzalez
IEMA Secretary