

ILLINOIS EMERGENCY SERVICES MANAGEMENT ASSOCIATION
Policies and Procedures

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MANAGEMENT ASSOCIATION

Policies & Procedures

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Record of Change

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Preface

The Illinois Emergency Services Management Association (IESMA) is a state Association composed of professionals in the field of emergency management, representatives of emergency response agencies, associated business, and industry representatives, and citizens concerned with the protection of life and property during times of emergency or disaster.

The Association is geographically divided into regions, as established by the IESMA Executive Board.

The Association, by virtue of the number of diverse locations of its members, is administered by an Executive Board, which is vested with the responsibilities of determining policy and conducting the business of the Association. This Board shall consist of Regional Vice-Presidents and the statewide elected President, Vice-President, Secretary, Treasurer, Immediate Past President and the Past Presidents.

1. All previously approved policies and procedures are superseded when those herein are adopted by the Executive Board.
2. Policy guidance will be formulated by the Executive Board for all formal action taken by the Association.
3. Recommendations for deletion, addition, or amendment to these Policies and Procedures shall be submitted to the President for review by the Executive Board.
4. Any deletion, addition, revision or amendment to these Policies and Procedures must be adopted by no less than two-thirds majority of the Executive Board at any regular or special meeting.
5. No portion of these policies and procedures, nor any policy adopted by the executive board may supersede or replace the language in the constitution and bylaws

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Section I - Administration

A - Administration Management

1. Executive Board

The Executive Board is vested with the responsibility of determining Association policy and conducting the general business of the Association. The Board is composed of each of the Regional Vice-Presidents and the President, Vice-President, Secretary, Treasurer, Immediate Past President and Past Presidents as outlined by the Association's By-Laws.

2. Consultant/Professional Services

The Association may retain professionals to provide management services for such activities as financial auditing, legal counsel or other specific tasks. Such consultants shall take direction from and be responsible to the Executive Board.

Any Executive Board member contact with agents or potential agents as outlined above shall be with the authorization of the President of the Executive Board.

B - Fiscal Management

1. General

The fiscal year of the Association shall be January 1st through December 31st.

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

The Treasurer is responsible to the members for verifying that the financial records of the Association are maintained and that the fiscal guidelines are followed. The Treasurer will ensure that an Annual Report on the general fiscal condition of the Association is published to the general membership within ninety (90) days of the end of the fiscal year.

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

- a. The Treasurer shall be bonded in an amount as established by the Executive Board, but in no event for less than Thirty Thousand Dollars (\$30,000.00) and these bonds shall be paid by the Association. Administrative arrangements for bonding are the responsibility of the Treasurer with approval of the Executive Board.

2. Budget

The Association shall develop, approve, and adhere to a reasonable budget which shall be adopted by the Executive Board at their final meeting of the fiscal year.

The budget shall be documented with at least the following:

- a. A description of receipts, revenues, and expenditures.
- b. A projection of all anticipated income, including membership receipts, summit proceeds, contract and interest of savings.
- c. An estimated time frame of when all revenues are expected.

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- d. A line item indicating all major categories and each subordinate element of anticipated costs.

Transfer of funds from one budget category to another may be made only with the knowledge and documented approval of the Executive Board. Records of such actions shall be included in the subsequent financial report.

The annual budget report shall be prepared and presented to the Association's membership within ninety (90) days of the end of the fiscal year.

3. Funding

Funding for the administration and operation of the Association may come from a variety of sources. These may include receipts from membership, subscriptions to publications, advertising revenue, proceeds from summits, interest on savings, and grants from governmental and non-governmental sources.

4. Expenditures for Officers & Agents

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

- a. The person is authorized to make the expenditure by the Executive Board.
- b. An annual budget request was submitted to and approved by the board which includes the anticipated expense.
- c. The request is eligible under the administrative guidelines of the Association.
- d. There are sufficient funds to cover the expense.
- e. Allowable expenditures for Association Officers and Agents shall include but are not limited to:
 - i. Supplies, postage, telephone calls (long distance calls must be submitted with a log listing each call and to whom it was made), and advance travel with approval of the Executive Board.
 - ii. Per Diem and travel expenses shall be limited based on the rate that is adopted under the State of Illinois Travel Regulations. Reimbursement shall be given only if the claim is accompanied by appropriate documentation. The President is permitted to travel and shall be paid expenses for attending IESMA Summits, Executive Board meetings, annual, mid-year and regional IAEM meetings, and regional state meetings. He/she shall be paid at the rate pursuant to the State of Illinois Travel Regulations and if practical, it is suggested that the President utilize home agency funds when able and when the use of home agency funds is appropriate.

C - Correspondence & Communication

1. General

So that the Association may assure that the concerns of its membership are answered in a timely fashion, Association Officers shall respond to official correspondence within ten (10) working days of receipt of such correspondence.

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2. Minutes

Accurate minutes of all Association meetings shall be retained. Upon approval, minutes of all Association meetings shall be posted on the IESMA official website and all current members shall be notified

3. Position Papers

From time to time, the Association may issue position papers on pertinent issues. The Executive Board may formally identify issues and adopt a position; may refer the matter to an existing or special committee for deliberation and investigation; or, may vote to not endorse any position on an issue. A majority vote of the Executive Board is required for the dissemination of an official position paper.

4. 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 and implied personal gain in keeping with the highest standards of ethics and professionalism.

The Executive Board 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 their Regional Vice-President, who shall notify the Association President of the inquiry in a timely manner. This inquiry should include specific details. The Regional Vice-President will immediately forward the inquiry to the Association's President for review. 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 Executive Board shall make a determination and a response signed by the President will be made as soon as possible.

The decision of the Executive Board is final. In cases where criminal activity is suspected, the matter may be turned over to the proper civil authority.

5. Use of IESMA Name, Logo & Other Identifying Marks

Using IESMA logos and marks:

- a. IESMA members in good standing with the organization may, without prior IESMA Executive Board approval, use the IESMA design logo on printed and electronic communications to evidence their membership in IESMA.
 - i. Permission to use the IESMA registered logo is extended only during the year that membership is valid. Permission to use this logo is automatically withdrawn if membership is not renewed or terminated for any reason.
 - ii. The typeface and graphic elements of the logo may not be re-typeset, altered, or modified in any way.
 - iii. All elements of the logo typeface and graphics must be clearly legible and recognizable.
 - iv. Preferred logo colors are red, white, and blue.
- b. Recognized IESMA Standing Committees, Ad Hoc Committees, and Task Forces may make use of the IESMA logo to brand an IESMA project, assignment, or

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endeavor. Use of the IESMA logo that modifies or alters in any way, the logo must be submitted to and approved in advance by the IESMA Board of Directors. The overall IESMA identity and logo should be the primary design element, with minor wording and a small image added to designate a specific unit/effort within IESMA. For example, the IESMA EMAT may add to the IESMA logo a small symbol and the words “EMAT” or “Emergency Management Assistance Team”.

- c. All IESMA Student Chapters are allowed to use the IESMA logo for business pertaining to the Student Chapter.
- d. No material modifications to the IESMA logo will be permitted.
- e. Misuse of the logo may result in penalties, including loss of membership.
- f. Appropriate uses of the logo may include but are not limited to:
 - i. Printed and electronic material
 - ii. Presentations
 - iii. Posters
 - iv. Clothing

D – Corporate Sponsorship & Endorsements

1. Sponsorship

IESMA Executive Board shall have authority to negotiate a corporate sponsorship or allow a product, service, or organization to be advertised in conjunction with IESMA. No individual member or group of members representing IESMA shall have authority to negotiate a corporate sponsorship or allow a product, service, or organization to be advertised in conjunction with IESMA.

Sponsorship of IESMA does not constitute an endorsement of product, service, or organization.

2. Endorsement

The IESMA Board and only the board may approve IESMA’s endorsements of product, service, or organization. Endorsement can be made of product, service, or organization of potential interest to IESMA members. No member, group of members, committees, and chapters in name of IESMA or in their elected or appointed IESMA title may recommend or endorse any product, service or organization, without the express authorization of the IESMA Executive Board.

Board members must recuse themselves of sponsorship and endorsement matters if that member has a conflict of interest such as: financial, commercial, legal, or personal relationship with the sponsoring organization, or employees of the sponsoring organization.

E - Code of Ethics

3. Preamble

The Illinois Emergency Services Management Association (IESMA) is committed to promoting the highest standards of ethical and professional conduct by its members and officers. In recognition of this commitment, IESMA has adopted this Code of Ethics to provide to its members and officers guidance and a framework for representing IESMA and in carrying out their duties and responsibilities on behalf of IESMA which directly reflect on IESMA, as well as the emergency management profession as a whole.

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It is the intent of the Executive Board of IESMA that the Code of Ethics and the principles stated herein shall apply to all members, including those who are honorary members, officers, including the Executive Board, contractors, and those other individuals who may be associated with IESMA through the Illinois Emergency Management Mutual Aid System (IEMMAS)

4. Principles

All members and officers of IESMA shall:

- a. Conduct themselves in a professional and courteous manner when acting on behalf of or representing IESMA, being cognizant that all actions when taken on behalf of IESMA reflect on the association, its members and officers.
- b. Promote IESMA and emergency management to the public and other public safety agencies/associations.
- c. Promote professionalism within IESMA.
- d. Respect the diversity of the emergency management community, which is representative of the general public who are served by the members of IESMA.
- e. Act consistent with the Constitution, By-Laws, Policies and Procedures of IESMA.

5. Due Process

IESMA Members and the general public wishing to file a complaint shall submit a written complaint to their Regional Vice President. The complaint shall include how the member failed to comply with the Principles of the Code of Ethics. Any member who comes under question for not conducting themselves under the guidelines of the Code of Ethics shall be afforded a due process. Due process shall be conducted as follows:

- a. A written complaint received by the Regional Vice President shall be filed with the IESMA President, stating how the member failed to comply with the Principles of the Code of Ethics. Such complaint shall include the following:
 - i. Date and time.
 - ii. Location of where the offensive action took place.
 - iii. Description of the offense including a description of what led up to the offense and what occurred that caused the offense.
 - iv. List any witnesses to the offense.
 - v. List if any actions took place as a result of the offense.
 - vi. Any supporting documentation (emails, forms, pictures, etc).
- b. IESMA President shall review the written complaint to determine validity. If there is no potential validity to the claim, the process will continue no further.
- c. IESMA President shall appoint an ad hoc committee consisting of two (2) Past Presidents and two (2) Regional Vice Presidents, and Chairman for a total of (5) members. These members will review the complaint and the evidence presented supporting the complaint.
 - i. If the IESMA President is the complainant or the subject of the complaint, the Vice-President will take over the responsibilities of the President as described in this section.
- d. IESMA President shall review the written complaint to determine validity.
- e. IESMA President shall appoint an ad hoc committee consisting of two (2) Past Presidents and two (2) Regional Vice Presidents, to review the complaint and supplemental documentation. The President shall select a chairman for this committee from the four (4)

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individuals identified as composing the committee.

- f. The appointed ad hoc committee, under the direction of the IESMA President is directed to conduct any further investigation of the complaint the committee deems necessary.
- g. If the appointed ad hoc committee determines that further action may be necessary, they shall make recommendation to the IESMA President and call for a Meeting of the IESMA Executive Board.
 - i. If an IESMA Executive Board meeting is scheduled, the reading of the complaint may be heard at this meeting.
 - ii. If an IESMA Executive Board meeting is not scheduled, a special board meeting shall be scheduled for the purpose of reading of the complaint.
 - iii. Under either meeting circumstance the reading of the complaint and any discussion shall be conducted in Executive Session for Personnel.
 - iv. Members to be included in the Executive Session shall be Executive Board Members, the member(s) involved in the complaint, the individual(s) presenting the complaint and any legal representation that may be required. It shall be the discretion of the IESMA President if a conference call bridge should be used during such Executive Session(s), provided all people listening to the conference call on the conference bridge can be identified.
 - v. Confidentiality shall be adhered to at all times regarding the complaint until it has been brought to the Executive Board for an Executive Session.
- h. The IESMA Executive Board may take any of the following actions as remedies to the complaint:
 - i. Censure: A formal expression in writing, from the President, condemning the action of an individual(s).
 - ii. Suspension: A temporary removal from the organization with a time frame established by the Executive Board.
 - iii. Expulsion: The removal of an individual from the organization's membership.
- i. An appeal may be filed for reconsideration to the President within 60 days of the determination.

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Section II – Summit, Conferences and Meetings

A - General

The Association will schedule and conduct a variety of summits, meetings, seminars, and workshops that are designed to meet the professional needs of the members of the Association, provide for the exchange of information, establish a positive image reflecting the Association's goals and objectives, and conduct the official business of the Association.

Times and dates of all Association meetings shall be posted on the calendar on the IESMA's website by the Secretary no later than 30 days prior to the meeting.

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

1. Annual Summit

The Annual Summit is generally held in April.

2. Regular Meetings

The Association shall meet at times and places designated at least one (1) year in advance, and at such times and places as established by the Executive Board at the Annual Meeting of the Association.

3. Executive Board Meetings

The Executive Board shall meet at such times and places as established at the Annual Summit. Usually there will be three (3) quarterly meetings in addition to the Annual Summit and Meeting. The Association President or a majority of the Executive Board, shall call Executive Board meetings, as needed, with 14-day notice to the Executive Board members.

4. Special Meetings

By authority of the President or a majority of the Executive Board, a special meeting of the Association Membership or Executive Board may be convened for a limited purpose; such specific limited purpose shall be in the notice of the meeting announced at least thirty (30) days previous to the date set for the meeting

B - Committee Meetings

Standing, Special and Ad-Hoc Committees conduct meetings, which are of importance to the Association. The Chairperson of the committee shall notify the Secretary of the times and locations of these meetings at least two (2) days prior to the date of the scheduled meeting

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Section III – Elections/Voting

A - Issues

Issues requiring action of the Association membership shall be voted on at a regular meeting of the Association and must pass by a majority of eligible votes cast unless otherwise specified in the Constitution and By-Laws, or Policies and Procedures.

In all elections within the Association, when three or more candidates are running for an office, the election shall be determined by plurality rather than a majority.

Absentee ballots must be requested at least thirty (30) days prior to the meeting at which the absentee votes will be counted. Absentee ballots can be requested from the Association's Nomination Committee Chairperson and must be returned at least seven (7) days prior to the meeting. The Nomination Committee Chairperson shall collect and turn over to the IESMA President all such ballots prior to the meeting. All absentee ballots shall remain sealed until they are ready to be counted.

Issues requiring the action of the Association membership may be voted on by mail-in, email, or other electronic ballot at the direction of the Executive Board. Such issues, as proposed, shall be clearly stated as part of the ballot and the results of the vote shall be presented to the membership. The original ballots shall be maintained until validated by the Executive Board and ordered destroyed by the Executive Board.

C - Officers

1. Statewide Elected Officers

In order to be placed on the ballot for the election of Statewide office, the candidate must submit the following to the nominating committee ninety (90) days prior to the first scheduled day of the Annual Summit:

- a. A letter stating candidacy;
- b. A brief resume;
- c. Confirmation of membership for at least one (1) year immediately consecutive prior to seeking office; and
- d. A letter from their CEO that identifies the position of the candidates' affiliation to the organization and at what capacity along with the CEO's agreement with the candidate running for elected office

Any incumbent officer may simply file a letter of candidacy for the office they hold and wish to seek re-election to, provided the letter is sent and received sixty (60) days prior to the election by the Nominating Committee.

2. Regionally Elected Officers

- a. Regional Vice-Presidents
Each Region shall seek nominations and conduct an election within their Region. Each IESMA Member within a Region may cast a vote according to their membership status as outlined in the Constitution and Bylaws Article IV.

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The Regional Vice-President election shall be conducted in the following manner:

- i. Nominations shall be solicited from the eligible members within a region. Nominations shall include the following:
 - a. Letter stating candidacy;
 - b. Confirmation of current membership;
- ii. Posting of all nominations shall be done, once the Nomination Committee Regional Representative certifies the nominees meet all of the requirements as described in the Constitution and Bylaws Article V.
- iii. Once the nomination slate has been posted, Nominations Committee Regional Representative shall create a ballot to be used for the election
- iv. The election will take place at a Regional Meeting. The time, date and location of the Regional Meeting shall be predetermined and announced during the presentation of the slate
- v. Members, who know they will be unable to attend the election meeting, may request an Absentee Ballot. Absentee ballots will align with the process outlined in Article IV of the Constitution and Bylaws.
- vi. The results of the election shall be collected by the Nominations Committee Regional Representative and sent to the Nominations Committee Chairperson.
- vii. The Nominations Committee will certify all regional elections and send the certified results to the President thirty days prior to the Annual Meeting of the Association.
- viii. The President will communicate to the Executive Board Members the certified result of the election prior to the Annual Meeting of the Association.

In the case of a vacancy in this office(s), the President may appoint, with the Executive Board's consent, a replacement until such time as the Region can conduct an election.

3. Regional Vice-President Duties & Responsibilities

IESMA is an organization of Emergency Managers which provides support to all emergency management organizations to enhance each organization's ability to provide necessary services through planning, training, and exercises. Regional Vice Presidents shall consider the following support that IESMA can provide to each region:

- a. Provide information on the work of the committees, projects, or initiatives of the association.
- b. Provide information on the IEMMAS agreement or the EMAT.
- c. Provide information of job openings or recent promotions.
- d. Provide information of professional development, training, or exercise opportunities.
- e. Engage in discussions to explore partnerships between the association and regional initiatives.

Regional Vice-Presidents shall develop a quarterly report detailing emergency management activities within their region. This report will be a written document submitted to the Executive Board as part of the Executive Board Meeting agenda. Report formats may vary from Region to Region. The report may include but is not limited to the following information:

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- a. Date and location of RVP quarterly meeting.
- b. Regional issues and opportunities including:
 - PDS/ IPEM program.
 - Emergency Management related grants
 - Any projects or surveys associated with their region
 - Any other initiatives that the IESMA Board might be able to assist with.
- c. Recruiting efforts with the region and any new member interest.
- d. Discuss and report on the IEMMAS with your regional partners and report on the feedback to the board.
- e. Member accomplishments in relation to the local EMA activities

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Section IV – Membership

A - General

All members of the Association have a responsibility for the maintenance and expansion of the total membership of the Association.

Under the direction of the President and the Executive Board, the Membership Committee Chair will coordinate membership campaigns.

As part of this membership drive, each Regional Vice-President, on an annual basis, will receive five (5) complimentary memberships to be given to new Members within their Region. This is to assist in bringing new members into the Association. The Membership Committee will screen these complimentary memberships and bring any conflicts to the Executive Board. The Executive Board may also issue additional complimentary membership.

Membership applications shall be screened by the Membership Committee Chair to assure placement of the members in the proper membership category at the time the application is received. Questions regarding placement will be referred to the appropriate Regional Vice-President. The Regional Vice-President shall contact the applicant to clarify membership categories and determine the category for the applicant. Applicants who have selected an inappropriate category will be contacted by the appropriate Regional Vice-President to resolve the issue.

The Executive Board shall make a binding determination on any application that appears to be in conflict with specified criteria.

B - Categories

The following memberships are defined in the Constitution and Bylaws (Article III):

1. Member
2. Honorary
3. Life
4. Student
5. Associate

C - Dues

Membership dues are established on an annual payment schedule and are due and payable at a time established by the Executive Board.

Members whose dues are delinquent shall forfeit all membership services and rights after that date.

Membership dues are established at the following rate:

- Member\$65.00
- Associate Member \$25.00
- Student Membership \$15.00
- Honorary Membership.....No Dues

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- Life Membership..... No Dues

D - Services

1. General

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

- a. Information relating to emergency management;
- b. Legislative updates;
- c. Opportunities for participation in program design through appointment to committees or work groups; and
- d. Assistance with program development through information sharing and problem-solving forums.

Additionally, each new member upon payment of their dues will have membership certification available to them, identifying them as a member of the Association.

Association members being made aware of issues affecting Emergency Management should contact their Regional Vice-President for information or action.

2. Rosters

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

Within thirty (30) days of the Annual Summit, the name, email address, and telephone numbers of the following officers shall be published in the Association's Official website:

- President
- Vice-President
- Secretary
- Treasurer
- Immediate Past President
- Past Presidents (Voting Board Members)
- Regional Vice-Presidents

The IESMA website shall keep an up-to-date roster of all members of the Association. This roster shall contain a listing of the name, title, membership category, county, and region of all members. The Membership Committee shall ensure that the membership roster is available on the Association's website.

Association rosters are the exclusive property of the Association and shall not be used for any commercial gain or purpose without the express written permission of the Executive Board.

3. Publications

The information shall be provided to Association members is through the IESMA's official publication through the website.

Each member of the Association is encouraged to submit items of interest for publication to their Regional Vice President.

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Regional Vice-Presidents shall distribute official communications to members in their region. Information shall be consistent with information provided by the IESMA Executive Board and the committees of the Association. Information provided by the Regional Vice-Presidents to the Executive Board can also be included in communications to the members in their region.

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

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

4. Merchandise

The Association may offer its members merchandise for purchase, branded with Associations insignia, as well as other appropriate items. The Membership Committee shall provide the Executive Board with items to be available and costs for producing such items, including suggested retail prices. The Executive Board will approve the pricing and the price list shall be posted on the IESMA Official Website.

All prices are subject to change without notice.

5. Insurance

IESMA continues to offer its members a low-cost insurance plan to cover accidental death or injuries sustained on duty or while participating in EMA/ESDA sponsored projects. A list of member benefits is available from the Treasurer.

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Section V - Regional Organization

A - General

A Regional Organization may be chartered as a Chapter of the Association provided they have a minimum of ten (10) Members, of any membership category, and adopt a Constitution in harmony with the Association's Constitution. A Charter shall be issued by the President upon approval of the Executive Board.

B - Annual Charter Fees

The Executive Board of the Association may authorize an annual charter fee for each Regional Organization upon being issued a charter from the President and may authorize an annual renewal of charter fees.

C - Charter Revocation

A Regional Charter may be revoked by the Executive Board for failure to maintain minimum membership requirements.

D - Fund Raising

No fund-raising activity shall be undertaken, by or on behalf of any Regional Organization chartered under the Association unless prior approval has been obtained.

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Section VI – Awards

A - General

In recognition of the outstanding contributions made in the field of Emergency Management, the Association will establish various awards to be given to individuals for outstanding service. These awards will be established by the Executive Board and presented at the Annual Summit.

The type of award (wall plaque, certificate, etc.) will be determined by the Summit and Awards Committee. Every effort will be made to ensure that the award is suitable and fitting for the honor that it represents.

B - Individual Awards

Association awards are submitted to the Summit and Awards Committee for consideration. The recipients of these awards are selected by the Summit and Awards Committee. All awards will be presented at the annual IESMA Summit. Self-nominations are not allowed for any award. All award nominations shall include the following:

- Name of the person submitting the nomination.
- Contact information for the person making the nomination.
- The name of the person or entity being nominated.
- Contact information for the person or entity being nominated.
- A description of why the person or entity is worthy of receiving the award.

1. Outstanding Service to Emergency Management – O D Troutman Coordinator of the Year Award

Nominees may include individuals that demonstrated an above and beyond dedication to the field of emergency management in Illinois

2. Outstanding Volunteer Service to Emergency Management – the Volunteer of the Year Award

Nominees may include volunteers that demonstrated an above and beyond dedication to the field of emergency management in Illinois

3. IESMA Emergency Management Agency of the Year Award

Nominees may include agencies who display innovation in preparedness, exceptional response to a disaster, etc. or as otherwise determined by the Summit and Awards Committee.

4. IESMA Five Phases Award

Nominees may include individuals or agencies who have demonstrated extraordinary leadership or innovation in two or more of the five phases of emergency management.

5. IESMA Community Partnership Award

Nominees may include community groups, Not-For-Profits, businesses, etc. that demonstrated a dedication to partnering with emergency management in Illinois (local, county, regional or state level) to better prepare for, respond to, recover from, or mitigate disasters.

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6. Lee Shannon III Lifetime Achievement Award

Nominees may include individuals who are retired from the field of emergency management or who have given a lifetime of service to the field, who dedicated their expertise to further IESMA, or who have made a substantially positive impact on the field of emergency management over their career.

7. IESMA Student of the Year Award

Nominees may include a student enrolled in an emergency management (or public safety related degree) program at an accredited institution of higher learning in the State of Illinois who has made significant contributions to the field of emergency management in Illinois or to IESMA.

C – Special Awards and Citations

There are certain awards which are awarded by the IESMA Executive Board or the IESMA President. The recipients of these awards are selected by specific means as outlined below. All awards will be presented at the annual IESMA Summit. Self-nominations are not allowed for any award.

1. Louise Tilford Pierce Executive Board Member of the Year Award

This award is for outstanding service to the IESMA Executive Board. Each Executive Board Member will cast their vote for a peer who went above and beyond the call of their office. The votes will be collected by the IESMA President who will coordinate the purchase and presentation of the award. There may only be one recipient of this award per year.

2. Presidential Service Award

The IESMA President may award an individual or agency who provided services or support to the Association that goes above and beyond the expectation of their role, to an agency that demonstrated excellence or innovation in emergency management that provided a benefit to IESMA and its members, or for any other accomplishment as deemed appropriate by the IESMA President.

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Section VII – Committees

A – Standing Committees

The Association shall utilize standing, special and ad-hoc committees and commissions to meet the professional objectives of the membership.

Committee members shall be appointed by the President for the purpose that, in their judgment, will best serve the interests of the Association. The President will seek concurrence on the appointments, with the IESMA Executive Board, at the next Executive Board meeting. The President has the authority to remove a committee member for cause. Association members may serve on a committee only when all of the appropriate fees for membership have been paid.

Committees shall consist of a Chairperson and no more than 8 members including ex officio members. The chair of each committee shall be appointed by the President, with the concurrence of the Executive Board.

The Committee Chairperson of each committee shall keep accurate records of agendas, minutes, products, or reports. These items shall be forwarded to the Secretary in a timely manner but in no case later than 30 days following a committee meeting, for permanent record keeping.

Items needing Executive Board consideration should be submitted to the Secretary prior to an Executive Board meeting for inclusion on the agenda.

B – Standing Committees

1. Audit & Budget

This committee will conduct an annual audit in coordination with the Treasurer. This committee will also develop guidelines for financial accountability including the pre-summit budget in coordination with the Treasurer. The committee shall be composed of the statewide elected officers, the EMAT Coordinator and one Regional Vice-President appointed by the President from a region other than the ones represented by the above listed committee membership.

Specific tasks include:

- a. The committee shall coordinate the annual audit.
- b. The committee shall prepare an annual budget.
- c. The committee shall present the budget to the Executive Board at the final meeting of the fiscal year

2. Communications

Committee membership may include any interested member in good standing. Specific tasks include:

- a. Coordinate with IEMA to analyze existing communications systems.
- b. Develop new concepts as needed to maintain a high state of readiness.
- c. Analyze cost factors, state bid information and new equipment capability.
- d. Provide recommendations on emerging communications technology.
- e. Coordinate with the various 911 associations that function to represent

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communications in the State of Illinois

3. Constitution, Bylaws, Policies & Procedures

This committee is charged with the responsibility of analysis and preparation of any Constitutional, Bylaw, or Policy and Procedure amendments as well as review and recommendation on any resolutions. Specific tasks include:

- a. Prepare and submit to the membership proposed amendments to the Constitution and Bylaws concerning annual dues submission guidelines, and fiscal procedures addressing fiduciary responsibility.
- b. Prepare and submit to the IESMA Executive Board any recommendations for changes to the Policies and Procedures document to align with the Constitution and Bylaws.
- c. Provide policy clarification on any issues or topics as requested by the IESMA Executive Board.

4. Legislative

This committee has numerous responsibilities including but not limited to providing educational information to the State Legislature pertaining to issues important to the emergency management program and keeping the membership informed on these issues. Specific tasks include:

- a. Assure that the membership is informed of the status of IEMA/FEMA budgets, legislation, and other issues through E-mail, postal mail, and articles in the organization's official publication, telephone or other means as deemed appropriate due to time restrictions.
- b. Work with other coalition organizations to establish a system of information distribution for members to be kept apprised of status on issues.
- c. Provide guidance on information and data to be utilized to educate Congress on issues of importance.

5. Membership

This committee has an overall goal of increasing membership and member interaction with and in the Association. Committee membership may include any interested member in good standing. Specific tasks include:

- a. Develop membership campaigns targeting all levels of membership.
- b. Screen membership applications to assure appropriate member placement.
- c. Working through the existing network of Regional Vice-Presidents and IEMA Regional Coordinators, conduct a membership campaign among the emergency managers throughout Illinois.
- d. Develop a database of membership to include background area of expertise, interests, hobbies, etc.
- e. Conduct a survey of the membership on the quality and quantity of information available through the Association and present a report to the Executive Board at the Annual Summit.
- f. In conjunction with the Executive Board, research and make recommendations on merchandise, vendors and all costs associated with items for sale.

6. Nominating

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This committee is responsible for both the process of nomination of candidates and for the certification of elections for the Association. This committee is comprised of a Delegate member who is not an elected Board member, from each IESMA region and an Executive Board member to serve as chairperson shall be appointed by the President. Specific committee tasks include:

- a. Review of policies and procedures concerning the nomination of candidates and voting procedures with recommendations to the Executive Board.
- b. Establish a procedure to be utilized at all business sessions that easily and quickly identifies eligible voters. This procedure should be explained to the members present prior to the opening of the business session.
- c. Completion of a teller's record following each election. The teller's record shall contact the number of votes cast, the number of votes necessary to win the election, the number of votes cast for each person, the number of illegal ballots (if any) and the reason they were determined to be illegal. The teller's record will be filed with the Secretary in a timely manner but in no case later than 10 days following the election.
- d. In the event of a Regional Vice-Presidential election, the Nominating Committee member who bound the geographic area shall serve as the teller for that area. A Nominating Committee person shall not act as a teller in the Region in which they reside.
- e. The committee shall be responsible for the validation and maintenance of any absentee ballots of the Association.

7. Past-Presidents

The purpose of this committee is to provide ongoing leadership to the Association utilizing the members who have served as President. Membership is limited to those members who have completed a term of service in the capacity of Illinois Emergency Services Management Association President. Specific duties include:

- a. Act as an advisory board to the current administration.
- b. Provide insight on Constitution, Bylaws, Policies and Procedures for the Association.
- c. Assist in mentoring of new members of the Executive Board.
- d. As a peer group, assure that all Past Presidents are being utilized for their strengths within the Association.

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C - Special Committees

1. Publication & Website

This committee is responsible for working with the editor of the Association's Official Publication to provide resource articles for publication. Committee membership may include any interested member in good standing. Specific tasks include:

- a. Solicit and actively pursue articles to be included in the publication.
- b. Monitor current pricing of advertisements to assure appropriate cost structure and make recommendations to the Executive Board regarding advertising.
- c. Solicit advertisements to be included in the publication.
- d. Communicate frequently with the Regional Vice Presidents in order to assist in acquiring new information in particular from different EMA/ESDA organizations throughout the State of Illinois.

2. Student Affairs

Special Committee assigned to liaison with, and assist in the creation of student chapter groups of higher education focused on the profession of emergency management. Specific tasks include:

- a. In coordination with the IESMA President, coordinate student activities with IEMA and other partner organizations.
- b. Provide the IESMA Executive Board with situational awareness and opportunities presented to the association by student chapters and their parent educational facilities.
- c. Coordinate student affairs information with the Publications and Website Committee and other committees as appropriate.

3. Emergency Management Assistance Team (EMAT) Committee

This committee is charged with oversight of the Illinois Emergency Management Mutual Aid System (IEMMAS) and the EMAT. Specific duties include

- a. Review of applications for potential membership.
- b. Ensure appropriate callout systems are in place for deployment of EMA teams.
- c. Provide current information to the Executive Board regarding applicants, members, deployments, training, exercises and drills involving the EMAT.
- d. Review requirements for membership in the system in conjunction with the Professional Standards Committee.
- e. Shall create Policies to provide a uniform operation of the EMAT. Each Policy shall be approved by the IESMA Executive Board for implementation of the EMAT. Approved EMAT Policies will be distributed to the team membership and will also be maintained on the official IESMA website. Each member shall be provided a copy of each policy upon approval.
- f. Establish and maintain the IEMMAS Agreements between all county and local jurisdictions and IESMA.

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C - Ad Hoc Committees

1. Summit & Awards

This committee shall develop guidelines and assist in planning and conducting the Annual Summit. Committee membership may include any interested member in good standing. Specific tasks include:

- a. Develop guidelines for the summit program including speakers, audio-visual needs, head-table seating arrangements, protocol, etc.
- b. Solicit a broad array of exhibits for the Annual Summit.
- c. Maintain contact with vendors of emergency equipment and suppliers on a continuing basis.
- d. Be responsible for exhibitor set-ups and other needs at the Annual Summit.
- e. Develop guidelines for working with the summit facility including meeting room requirements, meal functions, menu planning, rooms necessary, complimentary rooms, etc.
- f. Develop guidelines for the areas of competition and publish said guidelines in the organization's official publication.
- g. Coordinate the evaluation of nominations, ordering, and presenting of awards at the Annual Summit.

2. Illinois Professional Emergency Management Advisory Committee

This committee is created for the specific purpose of adopting professional standards for emergency managers. Specific tasks include:

- a. Conduct an annual review of data compiled by IEMA, IAEM, and FEMA concerning the background evaluation of the need for professional standards.
- b. Research and develop materials that can be utilized in the formation of professional standards.
- c. Serve as the facilitator(s) in the education of IESMA members on proposed standards.
- d. Act as a liaison to IEMA for coordinating the IPEM program.

3. Emergency Management Performance Grant & Homeland Security Grant Advisory Committee

This committee is created for the specific purpose of providing input and making recommendations on the Emergency Management Performance Grant Program (EMPG) and the Homeland Security Grant Program (HSGP). Specific tasks include:

- a. Review them and provide input on the various emergency management grant programs.
- b. Make recommendations for changes that benefit the emergency management programs in the State.
- c. Develop projects, programs, and strategies that advance the mission of emergency management relative to the homeland security mission that can be recommended to the Illinois Terrorism Task Force (ITTF).