

Administrative Policies and Procedures

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I. INTRODUCTION

This Administrative Policies and Procedures manual amplifies the Florida Emergency Preparedness Association, Inc. Bylaws which are included as an attachment.

A. PURPOSE

This Administrative Policies and Procedures manual for the Florida Emergency Preparedness Association, Inc. is created to:

provide direction in matters of policies, rules and procedures;
clarify the Association Bylaws for daily conduct of business; and
provide details on Bylaws.

Portions of this manual may be used to provide orientation to new members, development of membership marketing and development of professional relationships with other associations and corporations.

As an amplification of bylaws and guide for daily conduct of business, the Administrative Policies and Procedures manual is intended to be more flexible than the Association Bylaws. The Association Bylaws provide a rigid structure upon which the Association is built. It is intended that this manual be more easily modified by the Association in order to adapt to the dynamic nature of Association business and the field of emergency management.

B. HISTORY

The Florida Emergency Preparedness Association (FEPA) is a organization of Emergency Management professionals created in 1956 for the purpose of advancing the Emergency Management programs of the State of Florida and its sixty seven counties in an effort to preserve and protect the quality of life for Florida residents.

FEPA, the Florida Division of Emergency Management (DEM), and the Federal Emergency Management Agency (FEMA) work together as partners to prepare

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for, respond to, recover from, and mitigate natural and technological disasters throughout the state. By working together Emergency Managers across Florida help each other develop and carry out their programs for all of the people of Florida.

C. MISSION

The primary mission of the Florida Emergency Preparedness Association, Inc. is to provide an information and support network between county emergency management agencies and their partners at the federal, state, county, municipal, tribal, volunteer and private industry level, on critical emergency management issues. The Association endorses the adoption of the comprehensive emergency management concept/structure as the best way to prepare for and respond to disasters; strengthen intergovernmental, public-private sector, and multi-disciplinary partnerships; educate practitioners, policy makers, and the public; provide forums for the exchange of information; and uphold standards of professionalism among emergency managers.

1. Goals and Objectives

- a. To advance the professional development and career enhancement of the members through the exchange of ideas, development and provision of training, and promotion of professional standards.
- b. To coordinate the efforts and plans of this Association with other organizations having common goals and objectives.
- c. To provide forums for sharing lessons learned from disasters.
- d. To address planning and procedural issues critical to emergency management, particularly emergency management at the local level.
- e. To serve as an advisory body to the Florida Division of Emergency Management as it discharges its duties to support local emergency management.
- f. To provide a voice for emergency management issues in the legislative process.
- g. To influence public policy on emergency management at the federal, state and local levels.
- h. To assist county and municipal governments, businesses, industry, and private citizens in the establishment and maintenance of an effective emergency preparedness, management, and planning program.
- i. To promote a strong organizational structure through which county and municipal governments, commercial, industrial, voluntary organizations, and citizens can best

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mitigate, prepare, respond, and recover from all types of natural and technological emergencies and disasters.

2. Financial Governance

a. Budget: In keeping with the mission, goals and objectives, Treasurer and Executive Director will establish an annual working budget to guide expenditures, investments, and collections. The budget will be adopted by the Board of Directors at their meeting preceding the Annual Business Meeting.

b. Payment of Invoices: Once the budget is approved, the Executive Director is authorized to pay invoices consistent with the approved budget at or under \$5,000.00. The Executive Director will present all invoices over \$5,000.00 for the Treasurer's approval. In the absence of the Treasurer, the Executive Director may present invoices to the President or Immediate Past President for approval if payment is time critical. Unanticipated special expenditures must first be approved by the President. For the purposes of this subsection, presentation and approval through electronic means is acceptable.

c. Contracts: The Executive Committee may authorize the President to enter into any contracts or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances.

d. Deposits: All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as the Executive Committee may select.

e. Gifts: The Board of Directors may accept on behalf of the Association any gift, bequest, or devise for the general purposes or for any special purpose of the Association.

f. Books and Records: The Association shall keep correct and complete financial records of account.

h. Fiscal Year: The Association's fiscal year shall be the calendar year.

i. Audit: The Associations' financial records shall be audit annually. The audit shall be initiated by February 1 following the fiscal year of record. The audit shall be completed and presented to the Board of Directors at its meeting held in conjunction with the FEPA Mid Year Work Session.

3. Strategic Plan Committee

In order to ensure that the organization is working on issues which support the mission, goals and objectives of the Association, the Strategic Plan Committee (referenced as the Platform Committee as per Article VIII, Section 4, 1996 Bylaws) will review and revise the Association's Strategic Plan annually. The revised Plan will be adopted by the Board

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of Directors at the first Board meeting following the Annual Business Meeting. The Plan will be presented to the membership for review and update at the Midyear Work Session. Upon adoption, the Strategic Plan will be attached to this Administrative, Policies and Procedures manual.

4. Executive Director's Contract

The terms of the Executive Director's contract shall be determined by the Executive Committee.

D. GEOGRAPHICAL AREAS

The Association serves the emergency management community within the State of Florida. For management and representation purposes, the Association is subdivided into regions which coincide with the geographical areas established by the Board of Directors and consistent with the Florida Division of Emergency Management's geographic service regions.

II. MEMBERSHIP

The discipline of emergency preparedness and emergency management in general embodies an extraordinary range of individuals from all levels of government, volunteer organizations and corporations. The Florida Emergency Preparedness Association strives to serve the needs of all its members in the interest of improving overall emergency preparedness in Florida.

A. MEMBERSHIP CATEGORIES

Membership in this Association is available to any person whose responsibilities relate to emergency management with any governmental agency, public or private non-profit organization, or private for profit organization.

Categories of membership are:

1. regular
2. honorary
3. institutional
4. student

1. Regular membership is accorded to an individual in good standing who meets eligibility criteria. Regular members may hold office, are entitled to one vote, and are subject to dues of \$75.00 per calendar year.

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2. Honorary membership shall be accorded to each past president, and, by majority vote may be accorded to members in recognition of outstanding contributions to the Association. Honorary members may hold office and are entitled to one vote; however, upon retirement, they are not subject to the requirement of annual dues. Honorary members shall retain their status only while they are in emergency management.

3. Institutional membership shall be extended to any state, federal agency that has responsibilities or duties relating to emergency management. Institutional members may not hold office in the Association. Institutional members are entitled to one vote per institution which shall be cast by the designated institutional representative. Each institution shall notify the association by letter as to their representative with voting privileges. Institution membership shall be subject to dues in the amount of \$1200.00 per calendar year or \$75.00 per person per calendar year. Institutional members may serve on committees.

4. Student membership is accorded to an individual in good standing who is attending a post-secondary education institution and is not currently employed in the emergency management profession. Student members may serve on committees, but may neither hold office nor vote and are subject to dues of \$25.00 per calendar year.

B. ANNUAL DUES

Annual dues are \$75.00 due by December 31 of each calendar year to be paid not later than March 30, of each calendar year.

C. REVOCATION OF MEMBERSHIP

The Executive Committee may deny or revoke a membership for failure to meet the annual dues requirement, for failure to meet eligibility criteria, or for conduct which brings disrepute to the Association. In the case of revocation, the Executive Committee shall notify the individual in writing not later than 30 days prior to the effective date that revocation of their membership is effective and the reason(s) for such action. Revocation may be challenged by providing, in writing, information to the President which invalidates the reason(s) for such action. This written challenge must be provided not later than 15 days prior to the effective date of revocation. The Executive Committee shall consider such challenges and direct the President to provide a written response to the challenge not later than the originally proposed effective date of revocation. A lapse of membership does not constitute revocation.

III. ELECTIONS

A. ELECTIONS PROCESS

The President, President Elect, Secretary and Treasurer shall be elected by a majority ballot of members present and qualified to vote at the Annual Meeting.

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The Nominating Committee shall solicit nominees from the membership of the Association via the Area Governors at least 60 days in advance of the Annual Meeting. Nominations are closed at least 30 days prior to the annual meeting. Use of electronic means to fulfill the purpose of this section is permitted.

Interested candidates for office must submit the following to the Executive Director 30 days prior to the annual meeting:

- A letter-stating candidacy;
- A letter from the candidate's immediate supervisor supporting the time and travel necessary to satisfactorily fulfill the requirements of the office;
and
- A brief resume.

The Nominating Committee will then prepare a package with the ballot and the one-page qualification sheets. The package shall be distributed to the membership via the Area Governors at least 15 days prior to the Annual Meeting. An address and deadline for mail in ballots will be provided. Only those ballots received prior to the deadline will be counted. No nominations will be received from the floor with the exception of an office that does not have candidates.

The Nominating Committee will conduct the election at the Annual Meeting. Ballots will be passed out to the members in attendance with voting privileges. The ballots will be counted (including any mail-in ballots received) and the person with the majority of the votes for each position will be elected. When no one nominee for a specific office receives a majority of the votes cast for that office, a run-off election shall be immediately conducted between the two nominees receiving the greatest number of votes.

B. Oath of Office

The Oath of Office shall be as follows:

I (state your name), do solemnly swear,

That I will faithfully execute the office of (state your office), of the Florida Emergency Preparedness Association,

And to the best of my ability preserve, protect and execute the bylaws and rules of this organization,

And will bear true faith and allegiance in support of furthering the goals and objectives of this organization.

So help me God.

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IV. BOARD OF DIRECTORS

A. PURPOSE

The Board of Directors is responsible for fulfilling the mission of the Association and for providing direction in the achievement of the Association's Platform, goals and objectives. The Board of Directors provides the general supervision of the affairs of the Association and ensures that the Officers of the Association carry out a comprehensive program for the benefit of the membership.

B. COMPOSITION

The Board of Directors shall be composed of no more than eighteen (18) members consisting of:

- the four (4) elected officers (President, President-elect, Treasurer, and Secretary);
- the seven (7) Area Governors, or their Alternates;
- the Parliamentarian;
- the previous past two Presidents
- the Director of the Division of Emergency Management as an ex-officio director; and
- any other ex-officio directors appointed by the Board of Directors and ratified by a majority vote of the membership.

C. DUTIES

The Board of Directors shall provide general supervision of the affairs of the Association, make recommendations to the Association, and perform such other duties as specified in the Association Bylaws, this Administrative Policies and Procedures, or as directed by majority vote of the membership. The Board of Directors may make changes to this Administrative Policies and Procedures manual as necessary for the management and business of the affairs of the Association.

The Board of Directors shall provide general supervision of the affairs of the Association, make recommendations to the Association, and perform such other duties as specified in the Association Bylaws, this Administrative Policies and Procedures, or as directed by majority vote of the membership. The Board of Directors may make changes to this Administrative Policies and Procedures manual as necessary for the management and business of the affairs of the Association.

1. President

The President is the Chair of the Board and is responsible for the general management of the affairs of the Association and for carrying out

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resolutions of the Board of Directors.

The President shall preside at all meetings of the membership, the Board of Directors, and the Executive Committee.

The President shall recommend the chair for all special committees for approval by the Board of Directors.

The President is an ex-officio member of all committees except the Nominating Committee.

The President shall review and authorize any special expenditures not pre-identified in the budget, as recommended by the Treasurer.

The President shall review and sign all contracts as specified in the Association By-laws, this administrative policy, as directed by the Executive Committee, Board or as directed by majority vote of the membership.

The President shall set the agenda for the Mid Year Conference (if held) and coordinate program development with the Treasurer and Executive Director

The President shall perform all duties of this office according to Robert's Rules of Order.

If the President is unable to complete the term of office for any reason, the President-Elect shall preside as President until the next annual election. Fulfilling the President's unexpired term of office does not affect the President-Elect's subsequent term of office.

2. President-Elect

The President-Elect is the Vice Chair of the Board. The President-Elect shall preside at any meeting of the membership or Board of Directors in the absence of the President.

The President-Elect will perform other duties as prescribed by the membership or the Board of Directors.

The President-Elect is the chair of the Strategic Plan Committee, and the Legislative Committee.

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If the President is unable to complete the term of office for any reason, the President-Elect shall preside as President until the next annual election. Fulfilling the President's unexpired term of office does not affect the President-Elect's subsequent term of office.

In the event the President-Elect is unable to complete the term of office for any reason, the Board of Directors shall appoint an interim President-Elect to fill the unexpired term within thirty days of the vacancy.

3. Secretary

The Secretary maintains all books and records of the Association.

The Secretary shall attend all meetings of the membership, Board of Directors, and Executive Committee, and shall record all votes and minutes.

All minutes of meetings of the Board of Directors or Executive Committee will be distributed to the membership using the most expedient method and format available.

Minutes of the general membership business meetings will be distributed to the membership using the most expedient method and format available.

The Secretary will give notice of all meetings, and perform other duties as prescribed by the membership or the Board of Directors.

The Secretary will coordinate annual membership renewal notices through the Executive Director.

The Secretary is the chair of the Membership Committee and will ensure the maintenance of the membership database.

In the event the Secretary is unable to complete the term of office for any reason, the Board of Directors shall appoint an interim Secretary to fill the unexpired term within thirty days of the vacancy.

4. Treasurer

The Treasurer shall have the responsibility of controlling and safeguarding all monies and securities belonging to the Association, and to disburse funds in accordance with the approved budget.

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The Treasurer must be bonded by a licensed agency for a minimum loss equal to the total assets of the Association as of February 1st. The bonding fee will be paid by the Association.

The Treasurer shall keep an accurate record of all monies received and disbursed by the Association.

The Treasurer shall maintain separate accounts for the general membership budget and annual conference budget.

The Treasurer shall disburse funds in accordance with the approved budget

The Treasurer shall present financial reports (consisting of a Statement of Receipts and Disbursements and a Balance Sheet) at each scheduled meeting of the Board of Directors and the general membership

The Executive Director will receive all membership applications and dues payments. The Treasurer shall oversee the deposit of dues.

The Treasurer is the Chair of the Annual Meeting Committee and will coordinate the development of the Mid Year Work Session with the President and the Executive Director.

In the event the Treasurer is unable to complete the term of office for any reason, the Board of Directors shall appoint an interim Treasurer to fill the unexpired term within thirty days of the vacancy.

The Treasurer shall initiate and provide an annual audit by the Board meeting conducted in conjunction with the Mid Year Work Session.

5. Area Governors

The Area Governors are elected annually (term to coincide with elected officers) by the members in their area at the Annual Business Meeting. The Area Governor is the liaison between the Association and the members.

Area Governors shall represent their area membership at the Board of Directors meetings in all matters pertaining to the Association. Each Area Governor shall have one vote on matters before the Board.

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Area Governors shall serve as the information conduit between the Board of Directors or Committees and the entire membership in their area.

The Area Governors shall perform such duties as may be delegated to them by the Board of Directors.

The Area Governors shall serve on the Membership Committee, the Awards Committee, and the Nominating Committee.

In the event an Area Governor is unable to complete the term of office for any reason, the Alternate Area Governor will fill the Area Governor position. If the Alternate Area Governor is unable to fill this position, the Board of Directors shall appoint an interim Area Governor to fill the unexpired term within thirty days of the vacancy.

6. Parliamentarian

The Parliamentarian ensures that all business conducted by the Association is in accordance with the Bylaws, this Administrative Policies and Procedures manual, and Robert's Rules of Order.

The Parliamentarian is appointed by the Board of Directors immediately following the annual election.

The Parliamentarian is the Chair of the Resolution and Bylaws Committee and the Awards Committee.

In the event the Parliamentarian is unable to complete the term of office for any reason, the Board of Directors shall appoint an interim Parliamentarian to fill the unexpired term within thirty days of the vacancy.

7. Alternate Area Governors

Alternate Area Governors are elected in each of the seven (7) emergency management areas to assist the Area Governor in carrying out his or her duties. The Alternate Area Governor has the same privileges, duties and responsibilities when acting in the absence of the Area Governor. The Alternate Area Governor is intended to ensure Area representation at all Association Board meetings. If an Alternate Area Governor is unable to complete the term of office for any reason, the Board of Directors shall appoint an interim Alternate Area Governor to fill the unexpired term within thirty days of the vacancy.

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8. Past Presidents

The previous two available and qualified Past Presidents shall serve as members of the Board to ensure that there is continuity in the Association from year to year and the Association maintains a steady course toward its goals.

9. Ex-Officio Directors

Ex-Officio Directors provide a link between their agency or association and the Board of Directors to facilitate working on joint objectives. The Director of the Florida Division of Emergency Management is a permanent Ex-Officio Director. Other Ex-Officio Directors may be recommended by the Board of Directors and approved by the membership.

D. CONDUCT OF MEETINGS

Regular Board meetings will be conducted four times a year. One such meeting will be conducted immediately preceding the Annual Business Meeting. A second Board meeting shall be conducted immediately preceding the annual Governor's Hurricane Conference. A third Board meeting shall be conducted in conjunction with the Mid Year Work Session. A fourth meeting shall be held during the time interval after the Mid Year Work Session and prior to the end of the calendar year. Telephone conferencing and other electronic methods may be used as an acceptable form of meeting. The Secretary will record the minutes. Written copies of the minutes shall be verified by the participants.

Other special meetings of the Board of Directors may be called by the Chair (President) or by written request to the Chair from at least four Board members. At Special Board meetings, only the business that necessitated the meeting shall be acted upon.

Notices for scheduled and special meetings of the Board of Directors will be sent at least fifteen (15) days prior to such meeting. A quorum of the Board of Directors shall be one-half of the members. Board members who cannot attend a Board meeting should notify the Chair (President). Any Board member who fails to attend two meetings of the Board of Directors is subject to possible dismissal from the Board.

The order of business shall be as follows:

Call to Order and Roll Call (to verify quorum);
Reading of minutes of proceeding meeting (or accepted by majority vote) and action thereon;
Officer or Executive Committee Reports;
Treasurer's Report;
Committee Reports (Standing and Special);
Liaison Reports;
Area Governor Reports;

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Old Business;
New Business;
Miscellaneous Matters and Announcements;
Adjourn.

V. EXECUTIVE COMMITTEE

A. COMPOSITION

The Executive Committee shall consist of the immediate Past President, President, President-Elect, Secretary, and Treasurer and the Executive Director serving as a non voting member. The President and President-Elect shall be the Chair and Vice Chair of the Executive Committee respectively. The Parliamentarian shall serve as an Ex-Officio member of the Executive Committee.

B. DUTIES

The Executive Committee shall have supervision of the affairs of the Association on a day-to-day basis, make recommendations to the Board, and perform other duties as specified by the Board, or as directed by a majority vote of the membership of the Association. The Executive Committee shall review and approve any position, recommendation or endorsement made in the name of the Association. Standard business correspondence (invoices, letters of welcome to new members, etc.) shall be reviewed annually and the Secretary, Treasurer and Executive Director will be authorized to proceed with the conduct of business.

The Executive Committee shall not have the power to change directives issued by the Board of Directors or take any action in conflict with the Bylaws and the Administrative Policies and Procedures.

C. CONDUCT OF MEETINGS

Meetings of the Executive Committee will be as required and may be called by the President or any two members of this Committee. Notices for all meetings of the Executive Committee must be sent at least one week prior, except that the President may hold impromptu meetings as long as a majority is present. The Executive Committee shall provide minutes of its meetings and quarterly reports of its activities to the Board of Directors.

VI. COMMITTEES

Committees are established to ensure that the various aspects of the management, administration, and organizational affairs of the Association are carried out in an orderly manner. The Chair for each committee is responsible for recruiting an appropriate

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balance of members for the committee and shall strive for representation from all areas of the State. The duties of the committees shall be as delineated below and shall be reviewed annually to assure current and accurate responsibilities. Committees will meet as necessary. The chair is responsible for ensuring minutes of committee meetings are taken and provided to the Board of Directors.

A. STANDING COMMITTEES

Within thirty days of annual elections, the Executive Committee shall review standing committee assignments and responsibilities as outlined in this Administrative Policies and Procedures.

1. Awards Committee

An Awards Committee shall consist of the Parliamentarian as Chair, all Area Governors, and other members as recommended by the Chair and approved by the Board of Directors immediately following the annual election of officers. The Committee shall be responsible for issuance of a call for nominations for all annual awards presented by the Association, deliberation and determination of award recipients, and selection and presentation of awards at the Annual Conference of the Association, or other times as specified by the Bylaws, these Administrative Policies and Procedures, or as directed by majority vote of the membership.

2. Annual Meeting Committee

An Annual Meeting Committee shall consist of the Treasurer as Chair and other members as recommended by the Chair and approved by the Board of Directors immediately following the annual election of officers. This committee shall be responsible for the development, coordination, and oversight of the Annual and Mid Year Meetings of the Association. The Conference Committee shall appoint subcommittees as necessary to include, but not limited to Site Selection, Conference Program, Entertainment, Vendors, and Registration.

3. Legislative Committee

a. A Legislative Committee shall consist of the President-Elect and other members as recommended and approved by the Board of Directors immediately following the annual election of officers. This Committee shall keep abreast of pending legislation which may affect the Association; establish communications with the Legislature; coordinate the development and distribution of proposed legislation; brief the Association membership on matters pertaining to Legislation; and perform other duties as specified by the Bylaws, these Administrative Policies and Procedures, or as directed by majority vote of the membership.

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b. The Legislative Committee shall prepare a FEPA Legislative Agenda and acting through the Association President submit the legislative agenda to the Board for review and approval. The Legislative Agenda shall include items for Association endorsement. The Legislative Committee shall then distribute the legislative agenda to the Association Membership via the quickest means possible. On items requiring immediate action, the Legislative Committee shall act in conjunction with the Association President to address an issue. The Legislative Committee acting through the President shall convene a meeting of the Board as soon as practical to review action taken.

4. Membership Committee

A Membership Committee shall consist of the Secretary as Chair, the Area Governors, and other members as recommended by the Chair and approved by the Board of Directors immediately following the annual election of officers. This committee shall solicit new and renewed membership to the Association. The Committee shall be responsible for the development and execution of an organized approach to the solicitation of potential members for the Association.

5. Nominating Committee

The Nominating Committee shall consist of the most previous and qualified Past President of the Association as Chair, and members appointed by the Association President. The Nominating Committee shall solicit nominees from the membership, confirm interest and qualifications of candidates, prepare ballots, and conduct the annual election of officers.

6. Resolution and Bylaws Committee

A Resolution and Bylaws Committee shall consist of the Parliamentarian as Chair and other members as recommended by the Chair and approved by the Board of Directors immediately following the annual election of officers. This committee shall receive, discuss and evaluate all proposed resolution and bylaw changes/additions submitted by any member, committee or the Board of the Association; report and recommend action to be taken regarding such proposals at regular meetings; and perform other duties as specified by the Bylaws, these Administrative Policies and Procedures, or as directed by majority vote of the membership.

7. Strategic Planning Committee

A Strategic Planning Committee shall consist of the President-Elect as Chair, and the chairs of the Membership, Conference, Resolution and Bylaws, and Legislative Committees, and other members as recommended

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by the Chair and approved by the Board of Directors immediately following the annual election of officers. This Committee shall evaluate the status of the Strategic Plan of the Association, receive proposed changes to the Platform, and perform other duties as specified by the Bylaws, these Administrative Policies and Procedures, or as directed by majority vote of the membership.

8. Certification Committee

The Certification Committee is responsible for implementing the Florida Emergency Preparedness Association Certification Program and shall serve as the Certification Commission. The President shall appoint the Chair of the Certification Committee. Committee members shall include members with approved Certifications from each of the Association's geographic region as recommended by the Chair and approved by the Board of Directors.

9. Training and Education Committee

The Training and Education Committee shall be responsible for the training and education programs and initiatives of the Association including the Emergency Management Academy. The President shall appoint the Chair of the Training and Education Committee. The Committee shall work with the Treasurer as Chair of the Annual Meeting Committee regarding the training program presented at the Annual Meeting and other FEPA supported training venues.

10. Emergency Management Accreditation Program Committee

The Emergency Management Accreditation Committee shall be responsible for promoting attainment of national emergency management program standards to the membership of the Association. The President shall appoint the Chair of the Emergency Management Accreditation Program Committee.

11. Mitigation Committee

The Mitigation Committee shall be responsible for the mitigation related program and initiatives of the Association. The President shall appoint the Chair of the Mitigation Committee.

B. SPECIAL COMMITTEES

Special Committees may be appointed by the Board of Directors and shall consist of an appointed chair and other members as recommended by the Board of Directors or Committee Chair. Committee responsibilities shall

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be delineated as specified in the Association Bylaws, this Administrative Policies and Procedures, or as directed by a majority vote of the membership of the Association. Special committees shall cease to function when their specific task has been completed. The following special committees are currently conducting business.

VII. APPOINTED LIAISONS

In order to meet the mission, goals and objectives of the Association, it is essential that the Association have representation to other affiliate associations, other related organizations, and on regional and statewide task forces. Liaisons will be appointed by the President at the request of the Board of Directors. Liaisons will attend meetings and provide input on behalf of the Association. The Association currently has the following appointed liaison positions:

American Red Cross, Florida State Service Council, Board of Directors (the Association President is an ex-officio member);
Emergency Management Preparedness and Assistance Trust Fund
Competitive Grant Review Committee;
Florida Association of Counties;
Florida Fire Chief's Association
Governor's Hurricane Conference (Board of Directors, Awards Committee, and Program Committee);
International Association of Emergency Managers;
State Emergency Response Commission;
Florida Joint Council on Fire and Emergency Services
Florida Sheriffs Association
State Citizens Corps Council
State Working Group on Domestic Preparedness
State Domestic Security Oversight Council
Statewide Evacuation and Transportation Task Force
Florida League of Cities;
Division of Emergency Management Emergency Management Advisory Working Group and:
Others as determined by the Board of Directors.

At the first Board meeting after elections, the Board of Directors will review that appointed liaison positions and make appointments. Letters will be sent to the affiliate organizations notifying them of the appointed contact.

VIII. BUSINESS MEETINGS

A. MEETINGS OF THE MEMBERSHIP BODY

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Regular business meetings will be held at a time and place designated by the Board of Directors in accordance with this Administrative Policies and Procedures. The regular meeting conducted in conjunction with the Florida Emergency Preparedness Association Annual Meeting shall be known as the Annual Business Meeting. The second meeting is usually held in conjunction with the annual Governor's Hurricane Conference.

A tentative business meeting agenda will be sent to all members prior to the meeting via the newsletter, special mailing, or electronic dissemination through the Area Governors.

The general order of the business meeting shall be as follows:

- Call to Order;
- Reading of minutes of proceeding meeting and action thereon; (or accepted by majority vote)
- Officer or Executive Committee Reports;
- Treasurer's Report;
- Committee Reports (Standing and Special);
- Liaison Reports;
- Old Business;
- New Business;
- Miscellaneous Matters and Announcements;
- Adjourn.

Special Meetings of the Association membership may be called by the President at the request of the Board of Directors or the Executive Committee. Fourteen days written notice stating the specific purpose of the meeting shall be mailed to the members.

B. QUORUM

A quorum at a regular business meeting shall be the number of voting members present. Business of the Association requires a simple majority of the vote unless otherwise specified in the Bylaws, Administrative Policies and Procedures or Robert's Rules of Order.

C. VOTING

The right to vote as a member of the Association may be exercised only when the member is in good standing. Members shall have the right to vote (per Section II) on any issue put before the assembled body of the Association provided they are registered and in attendance at a business meeting of the Association.

Voting by proxy is not permitted. Voting by mail ballot on election of officers is permitted. Ballots cannot be hand carried but must be mailed back to the

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published address. Only those absentee ballots received prior to the published deadline will be counted.

IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Roberts Rules of Order Newly Revised" shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or these Administrative Policies and Procedures.

X. AMENDMENT OF BYLAWS

The Bylaws may be amended at any regular meeting of the Association by a two-thirds vote of members present and qualified to vote provided that the amendments have been advertised to the membership at least thirty days prior to the regular business meeting.

XI. AMENDMENT OF ADMINISTRATIVE POLICIES AND PROCEDURES

At the Board meeting immediately following the Annual Meeting and election of officers, the Board of Directors shall ratify and/or amend these Administrative Policies and Procedures which set forth the duties and responsibilities of all those who act on behalf of the Association.

Amendments to the Administrative Policies and Procedures may be submitted to the Board of Directors by any member of the Association. Such amendments shall be considered and acted upon by a roll call vote of the Board of Directors. All members shall be informed in writing of any amendments or changes adopted by the Board within 60 days of the adoption. Proposed changes to the Administrative Policies and Procedures affecting the rights of members and dues as defined in Section II shall be published 30 days in advance of a general business meeting for action at the meeting. Actions of the Board in amending the Administrative Policies and Procedures will be ratified at the next regular meeting of the Association by a majority vote of a quorum of the membership.

Revised November 16, 2009