

Administrative Policies and Procedures

I. INTRODUCTION

This Administrative Policies and Procedures augments the Florida Emergency Preparedness Association, Inc. Bylaws document which is included as an attachment.

A. PURPOSE

The Administrative Policies and Procedures for the Florida Emergency Preparedness Association, Incorporated are 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.

B. HISTORY

The Florida Emergency Preparedness Association (FEPA) is an organization of Emergency Management professionals created in 1956 for the purpose of advancing the Emergency Management programs of the State of Florida in an effort to preserve and protect the quality of life for Florida residents. The Association and its membership includes emergency managers from all levels of government, all response disciplines and non-governmental agencies and organizations.

FEPA, alongside numerous partner agencies and organizations, work together to prepare for, respond to, recover from, and mitigate against natural and technological disasters throughout the state. Emergency management professionals work together to help each other develop, implement, and execute their programs for Florida's residents and visitors.

C. MISSION

The mission of the Florida Emergency Preparedness Association, Incorporated is to provide an educational network between emergency managers and their partners at the federal, state, county, municipal, tribal, volunteer, and private industry level, on critical emergency management issues.

1. Goals and Objectives

The goals and objectives of the Association shall be:

- (a) To advance the professional development and career enhancement of the members through the exchange of ideas, development and provision of training, education, 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 educational forums for sharing lessons learned.
- (d) To address planning, training, and procedural issues critical to emergency management, particularly at the local level.
- (e) To assist county, municipal and state governments, business and non-profit sectors, tribal governments and residents and visitors in the establishment and maintenance of an effective emergency preparedness, management, and planning program through training, education, and professional development.
- (f) To educate the membership on public policy affecting emergency management at the federal, state, and local levels.
- (g) To promote a strong organizational structure through which our membership can best prepare for natural and technological emergencies and disasters.

2. Financial

a. Budget: In keeping with the mission, goals and objectives, the 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 General Membership Business Meeting.

b. Payment of Invoices: Once the budget is approved, the Executive Director is authorized to pay invoices consistent with the approved budget up to \$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 Vice President for approval if payment is time critical. Unexpected 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, with a majority vote, 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. The Executive Committee may direct, with a majority vote, the Executive Director to perform this function where appropriate.

d. Deposits: All funds of the Association shall be deposited on a regular basis 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.

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

h. Financial Review: The Association's financial records shall be reviewed annually. A full audit of the Association's financial records shall be performed periodically at the direction of the Executive Committee but no less frequently than with each Executive Director transition management agreement.

i. Reimbursement of Expenses:

- (1) Policy: Reimbursement for pre-approved expenses shall be submitted to the Executive Director for review, approval, and disbursement of funds. Non-budgeted expenses will be authorized by the Association President, as recommended by the Treasurer.
- (2) Travel: Generally, approved travel expenses will adhere to guidelines established by the federal General Services Administration (GSA) Mileage reimbursement shall be at the rate established by the Internal Revenue Service. Lodging rates for participation in events sponsored or supported by the Association or allied agencies and organizations may be based on the venues' approved rates for the event.
- (3) Miscellaneous Expenses: Requests for reimbursement regarding the purchase of items for awards, refreshments, incentives, goodwill and other miscellaneous items and services shall be submitted to the Executive Director as noted in (1) above.

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 geographical areas established by the Board of Directors.

II. REVOCATION OF MEMBERSHIP

The Executive Committee may deny, suspend, or revoke a membership for conduct which brings disrepute to the Association.

In the case of revocation:

1. The Executive Committee shall notify the individual, by certified mail, that membership has been revoked, the effective date of the revocation, and the reason(s) said actions were taken.
2. Revocation may be appealed to the President by providing written objection and supporting justification as to why a reversal should be considered. This written challenge must be provided no later than 15 days from when the notice of revocation was received.
3. The Executive Committee shall determine the outcome of the appeal by majority vote, and direct the President to provide a written response, by certified mail, of the final determination.

III. ELECTIONS

A. ELECTED OFFICE ELIGIBILITY

Per the Association By-Laws, the Elected Officers, Area Governors, and Alternate Area Governors are subject to the elections process. To be eligible for an elected office, candidates must:

- Be members in good standing for three consecutive years prior to running for office
- Hold an Association certification
- Be able to commit the time necessary to perform the duties assigned, and provide:
 - Letter-stating candidacy
 - Signed letter from the candidate's immediate supervisor supporting the time and travel necessary to satisfactorily fulfill the requirements of the office
 - One-page candidate's statement of qualifications, including brief resume/background information
- Candidates for Area Governor and Alternate Area Governor must actively work the majority of their time in the FEPA area they seek to represent.
- If during their term an elected officer, Area Governor, or Alternate Area Governor no longer meets any eligibility requirement to hold their office, they are immediately considered ineligible to serve and are administratively removed from that office. The procedure for filling a vacant office as described in Article III, Section C – Incomplete Term will then apply.

B. ELECTIONS PROCESS

The Nominating Committee shall solicit nominees from the Association membership through the Association's normal communication channels, at least sixty (60) days in advance of the-General Membership Business Meeting.

Nominations will be open for a period of at least thirty (30) days from the initial request. Candidates must submit appropriate documentation to the Nominating Committee within that timeframe.

The Nominating Committee, with the assistance of the Executive Director, will then prepare a “Voter’s Guide” package with each candidate’s statement of qualifications. This package shall clearly specify the election period (i.e. date/time to start to date/time to end). The package shall also provide information regarding the electronic voting system and instructions and procedures.

The package shall be distributed to the membership via the Association’s normal communication channels at least fifteen (15) days prior to the election.

The Nominating Committee, chaired by the Parliamentarian, will conduct the election with the assistance of the Executive Director.

All elections will be conducted using an Internet-based electronic voting system. The voting system selected by the Executive Committee shall have the following minimum capabilities. The electronic voting system must:

- Authenticate the validity of each electronic ballot to ensure security of the process and that the ballots are not altered once cast;
- Prevent duplicate or fraudulent ballots by assigning each ballot a unique tracking key; and
- Provide a confirmation receipt to each member who casts a ballot and securely store and keep ballots accessible to elections officials for review purposes.

Information and instructions to access the electronic voting system shall be distributed only to eligible votes via their email of record with the Association. An eligible voter is a regular FEPA member in good standing as of ten (10) days prior to the opening of the election period.

Candidates for each office shall be listed in alphabetical order under the respective office, consistent with the Voter’s Guide.

For general elections (Elected Officers, Area Governors, and Alternate Area Governors) the election period will be open on the business day of the week prior to the election for a minimum of five (5) business days. Only ballots cast within the official voting period will be considered valid votes for the results of the election.

- Governors from even-numbered areas shall be elected during even-numbered years and Governors from odd-numbered areas shall be elected during odd-numbered years.

The ballots will be electronically tabulated and certified by the Parliamentarian. For security and transparency, the Parliamentarian shall designate one (1) other member of the Nominating Committee, in addition to him/herself, to have access

to the electronic ballot tabulation data during the election and certification periods.

The election will be conducted in compliance with the By-Laws. In the event of a tie among the nominees receiving the greatest number of votes, a run-off election will be conducted immediately using the electronic process previously outlined for no less than two (2) business days.

The results of the elections will be announced to the membership by the Parliamentarian, following the certification of the votes.

C. INCOMPLETE TERM

In the event Elected Officers, Area Governors, or Alternate Area Governors are unable to complete their full term, a letter of resignation should be submitted to the Governance Committee. The following processes will be utilized to identify interim positions for the duration of their term.

President

- The Vice President shall preside as President until the next annual election.

Vice President, Secretary, or Treasurer

- Subject to the Association's Certification requirements for this office, the Board of Directors shall appoint an interim.
- Must occur within thirty days of the vacancy.

Area Governor or Alternate Area Governor

- If the Area Governor resigns, the Alternate Area Governor will be given the opportunity to fill the role of Area Governor.
- To fill the vacant Area or Alternate Area Governor position, an election will be conducted electronically by the Parliamentarian of the Area's membership utilizing the same electronic process outlined under Elections Process.
 - Timeframes for accepting nominations, for ballot distribution, and vote certification will be adjusted at the Parliamentarian's discretion.

Appointed Positions

- The President, in consultation with the Executive Committee, shall appoint an interim.
- Must occur within thirty days of the vacancy.

D. OATH OF OFFICE

The Oath of Office shall be taken by all incoming officers and Board members during the Installation of Officers. If circumstances warrant, the Oath of Office may be taken before a meeting of the Executive Committee or Board of Directors.

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 administrative policies and procedures 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.

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 13 voting members consisting of:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Past President
6. Area 1 Governor, or their Alternate
7. Area 2 Governor, or their Alternate
8. Area 3 Governor, or their Alternate
9. Area 4 Governor, or their Alternate
10. Area 5 Governor, or their Alternate

11. Area 6 Governor, or their Alternate
12. Area 7 Governor, or their Alternate
13. Chaplain

The Board of Directors will also include the following ex-officio members, who shall not have voting privileges:

- Parliamentarian
- Executive Director
- 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, Administrative Policies and Procedures, or as directed by majority vote of the membership. The Board of Directors, shall by majority vote, may make changes to the Administrative Policies and Procedures as necessary for the management and business of the affairs of the Association.

In order to ensure the organization is working on issues which support the mission, goals and objectives of the Association, the Board of Directors will review and revise the Association's Strategic Plan annually. The revised Plan will be adopted by the Board of Directors at a regularly scheduled Board Meeting. The Plan will be presented to the membership for review and update. Upon adoption, the Strategic Plan will be posted on the Association's website.

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 resolutions of the Board of Directors. Duties include:

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

The President shall appoint the chair for all committees and working groups, with consultation with the Executive Committee.

The President shall appoint, with consultation with the Executive Committee, FEPA members to positions of Liaison and Representative, to represent FEPA's interest and membership with FEPA's affiliated organizations.

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

The President shall review and sign all contracts consistent with the Association By-laws, Administrative Policies and Procedures, as directed by the Executive Committee, Board or as directed by majority vote of the membership.

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

2. Vice President

The Vice President is the Vice Chair of the Board. The Vice President shall preside at any meeting of the membership or Board of Directors when the President is absent. Duties include:

The Vice President shall have and perform all the powers and duties of the President in the President's absence, or if/when the President defers those powers and duties to the Vice President.

The Vice President will perform other duties as prescribed by the membership or the Board of Directors. If the President is unable to complete the term of office for any reason, the Vice President shall preside as President until the next annual election.

3. Secretary

The Secretary maintains all books and records of the Association with the assistance of the Executive Director. Duties include:

The Secretary ensures the Executive Director records all votes and minutes of the Executive Committee, Board of Directors, and General Membership meetings. The Secretary shall ensure meeting minutes are approved, and that the Executive Director appropriately distributes approved minutes to membership, using the most expedient method and format available.

The Secretary ensures the Executive Director provides notice of all meetings, coordinates annual membership renewal notices, and maintains the membership database.

4. Treasurer

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

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

The Treasurer will ensure the Executive Director maintains an accurate record of all monies received and disbursed by the Association and maintains separate accounts for the general membership budget and annual meeting budget.

The Treasurer shall ensure the Executive Director disburses funds in accordance with the approved budget or any properly approved disbursements in addition to 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 shall provide additional financial reports upon request by Executive Committee members or the Board of Directors.

The Treasurer with the assistance of the Executive Director shall initiate and provide an annual financial review by the Board meeting conducted prior to the end of the fiscal year.

5. Past President

The President shall appoint a Past President to serve on the Board of Directors.

An available and qualified Past President shall serve as a member of the Board of Directors to ensure that there is continuity in the Association from year to year and the Association maintains a steady course toward its goals.

The Past President may serve in roles as designated by the President.

6. Area Governors and Alternates

Area Governors shall represent their area membership at the Board of Directors meetings in all matters pertaining to the Association and should be strong advocates for the Association in all encounters.

Area Governors and Alternates will maintain frequent contact with Association members in their respective areas by hosting regularly scheduled meetings.

Area Governors are responsible for sharing information from the Board of Directors to their Area and gathering input and insight from their Areas to provide feedback to the Board of Directors.

Area Governors shall welcome each new member, provide background on the Association, share avenues for membership participation, and make appropriate introductions for new members.

Area Governors shall work to facilitate solutions to issues encountered by members in their Areas and bring unresolved problems to the Board of Directors for further action.

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

In the absence of their respective Area Governor, the Alternate Area Governors shall have the same authority, including the ability to vote on actions before the Board, as any Area Governor.

7. Parliamentarian

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

The Parliamentarian is appointed by the President, in consultation with the Executive Committee, and approved by the Board of Directors immediately following the annual election.

The Parliamentarian is the Chair of the Governance Committee and the Nominating Committee and is a member of the Awards and Membership Committee.

8. Chaplain

The Chaplain provides guidance, counseling, and support to the members of the organization.

The Chaplain is appointed by the President, in consultation with the Executive Committee, and approved by the Board of Directors.

The Chaplain shall begin each meeting of Board of Directors and General Membership with the Invocation. In the event the Chaplain cannot attend, the Chaplain will arrange for an alternate to perform these duties.

The Chaplain shall perform other duties as requested by the Executive Committee or Board of Directors.

9. Committee/Working Groups

Chairs/Co-Chairs provide a link between the Committee and Working Group and the Board of Directors to facilitate working on joint objectives.

Committee/Working Groups are expected to submit Board Reports to summarize their activities for each Board of Director meeting.

Committee/Working Groups are expected to be working on tangible projects for the benefit of the Association, and to stay actively engaged in the implementation of the Association's Strategic Plan.

Failure to do so may result in sunseting.

10. Other Ex-Officio Members

Other Ex-Officio Members provide a link between their agency or association and the Board of Directors to facilitate working on joint objectives.

D. CONDUCT OF MEETINGS

Regular Board of Directors meetings will be conducted quarterly either in person or virtually. Telephone conferencing and other electronic methods may be used as an acceptable form of meeting. The Secretary ensures the Executive Director appropriately records the minutes. Final versions of the minutes shall be verified and approved by participants prior to distribution.

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.

A quorum of the Board of Directors shall be one-half of the voting members. Board members who cannot attend a Board meeting should notify the Chair.

The recommended order of business shall be as follows; however, the Chair may adjust the agenda as needed to expedite review and action on items requiring Board action. Consent agenda items should be submitted for review prior to each meeting and, upon request from any Board member, may be moved to New Business, as needed.

- Call to Order and Roll Call (to verify quorum)
- Invocation
- Pledge of Allegiance
- Reading of minutes of proceeding meeting (or accepted by majority vote) and action thereon
- Consent Agenda
 - Committee, Liaison and Area Reports Requiring No Board Action
- New Business
 - Committee Actions Requiring Board Approval
 - Executive Director Report
 - Board Member Items
 - Executive Committee/Officer Items
- Old Business
- Miscellaneous Matters and Announcements
- Adjourn

Any FEPA member in good standing may attend any regularly scheduled or special meetings of the Board of Directors.

V. EXECUTIVE COMMITTEE

A. COMPOSITION

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Executive Director and Parliamentarian. The President and Vice President shall be the Chair and Vice Chair of the Executive Committee, respectively. The Parliamentarian and Executive Director shall serve as non-voting ex-officio members of the Executive Committee. The President may appoint an available and qualified Past-President to serve on 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/or the Administrative Policies and Procedures.

The Executive Committee shall conduct a bi-annual Performance Review with the Executive Director. The reviews should take place no later than the Mid-Year Work Session and Annual Meeting.

C. CONDUCT OF MEETINGS

Meetings of the Executive Committee will be held at least four times a year with additional meetings called as needed by the President or any two members of this Committee. The Executive Committee shall provide minutes of its meetings and quarterly reports of its activities to the Board of Directors.

Any FEPA member in good standing may attend any regularly scheduled or special meetings of the Executive Committee.

VI. EXECUTIVE DIRECTOR

The Association's By-Laws allow for an Executive Director that may be employed by contract or other similar agreement. The duties, responsibilities and services provided by the Executive Director are outlined in the Management Agreement Contract. The Contract delineates a Scope of Services, Compensation, Employment Status, Terms and Termination and other details to guide performance and member services. The Executive Director contract is available for review by members in good standing upon request. The terms of the Executive Director's contract shall be negotiated by the Executive Committee and approved by the Board of Directors.

VII. COMMITTEES AND WORKING GROUPS

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. Working Groups are established to focus on specific topics, single issue items, or emerging challenges, and produce tangible products or resolution to said items.

Committee and Working Group Chairs are appointed by the President. Committee and Working Group leadership are designated for one-year terms.

- Within 30 days after annual elections, the Committees and Working Groups will submit recommendations to the President for Chairs. The President will appoint members in good standing to these positions.
- If, for some reason, a member is no longer able to serve as a Chair or Co-Chair, the President will accept recommendations from the Committee or Working Group within 30 days. The President, in consultation with the Executive Committee, will notify the Committee or Working Group in question of the newly appointed Chair or Co-Chair no later than 60 days.

Responsibilities of all Committees and Working Groups are outlined below:

Chairs are responsible for recruiting an appropriate balance of members and shall strive for representation from all areas of the State.

Committees and Working Groups will meet as necessary, but no less than two (2) times per year virtually or in person. The Chairs are responsible for ensuring meeting minutes are taken and available to the Board of Directors, the Secretary, and the Executive Director.

Any guiding documents, manuals, or formal policies and procedures adopted shall be submitted for review and approval by the Executive Committee and Board of Directors prior to publication and institution to ensure consistency with Association Bylaws, and Administrative Policies and Procedures.

Committee and Working Groups will develop goals in support of the Association as evidenced in the Association's Strategic Plan. Legacy documents in the form of Board Reports, Meeting Minutes, and additional developed documentation, will be maintained electronically by the Chairs, with the assistance of the Executive Director and Secretary.

Committee and Working Group members must be members in good standing.

A. COMMITTEES

1. Annual Meeting Committee

This committee shall be responsible for the development, coordination, and oversight of the program for the Annual and Mid-Year Meetings of the Association, in coordination with the Executive Committee.

The Annual Meeting Committee will coordinate a survey of meeting attendees to evaluate the impact and value of the meeting. A report on the results of the Annual Meeting survey shall be prepared by the Executive Director and presented to the Executive Committee within 90 days after the Annual Meeting.

2. Certification Committee

The Certification Committee serves as the Certification Commission and is responsible for implementing the Florida Emergency Preparedness Association Certification Program. The Board of Directors shall confirm the Chair and Officers of the Certification Commission. Commissioners must have an approved Association certification, and letters of recommendation as defined by the Commission Manual. Commissioners will be representative of the Association's geographic areas as recommended by the Chair and approved by the Board of Directors. The Certification Commission is to be composed of no more than forty-five (45) and no fewer than twenty (20) members. The Commission will strive to maintain a balanced representative of the seven geographic areas as well as the certification sections.

The Certification Commission is charged by the FEPA Board of Directors to administer the FEPA Certification Program. A major function of the Certification Commission is to conduct a peer review of the submitted applications and recommend awarding of the appropriate emergency management or instructor designation to applicants who meet the requirements of the program. Commission responsibilities are defined in the Certification Commission Manual as approved by the Board of Directors.

The Certification Commission shall ensure that the program remains open, fair and impartial, and retains integrity by certifying that successful applicants have met the minimum standards outlined in the program.

The FEPA Certification Commission reports to the FEPA Board of Directors. The Certification Commission officers are a Chair, Vice Chairs, and a Secretary elected by the voting members of the Commission and approved by the Board of Directors.

The Commission shall ensure that the Commission Manual remains current, conducting annual reviews of the document, and providing an updated Manual to the Executive Committee and Board of Directors for review and approval, prior to adoption of any changes.

The Commission shall ensure that the most current version of the Commission Manual is posted on the website.

Applications approved by the Commission shall be brought to the Board of Directors for ratification.

Any disputes regarding any processes conducted by the Commission shall be brought to the Executive Committee for review and action.

The Commission shall report monthly to the Executive Committee on any candidate application reviews that go to “3rd reviewer” status.

The Commission shall provide letters of congratulations to members awarded certification.

The Commission shall nominate a Commission member to sit on the Training and Professional Development Committee.

3. Membership and Awards Committee

This Committee has two objectives: Membership, which focuses on the growth, communication, and development of the Association’s membership; and Awards, which focuses on the recognition of outstanding achievement throughout the Association.

Through the Membership aspect, this Committee is responsible for coordinating key membership activities, such as the public information (social media avenues and media relations) of the Association and membership engagement.

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.

This Committee shall continue to engage membership, serve as a conduit to connect members with Committees and Working Groups, and provide a pathway for members to connect and communicate concerns.

The Awards Sub-Committee is limited in membership, and shall consist of all Area Governors, the Parliamentarian, the Chaplain, and other members as recommended by the Chair. The Awards Sub-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, subject to the conditions below 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. The Committee may, by consensus and with the concurrence of the Executive Committee, agree to not select a recipient or select multiple recipients in a category. In the event there are no nominations for a category by the

published deadline, the Committee may, by consensus, and with the concurrence of the Executive Committee, select a recipient.

Awards requiring nominations are:

- Distinguished Service Award – To long standing members of FEPA upon their retirement from the emergency management profession
- “Chad Reed” Emergency Management Professional of the Year – To any Emergency Management Professional who has distinguished themselves in the field of Emergency Management in the State of Florida
- Legislative Achievement Award – To a local, State or Federal Legislator for outstanding leadership in sponsoring legislation which improves Emergency Management in the State of Florida
- Volunteer Award – To an individual or organization, from the volunteer sector that has contributed greatly to the efforts of Emergency Management. If the nominee is an individual, he/she must be a non-paid volunteer
- Corporate Award – To an individual or organization, from the private sector that has made a substantial contribution to Emergency Management
- Media Award – To an individual or organization for outstanding efforts to educate and inform the public about Emergency Management through the use of media
- Gary Arnold Emergency Management Service Award – To an individual or group for dedicated, unselfish, and enthusiastic service to improving the Emergency Management Community
- Emerging Leader Award – To an individual with less than 3 years of experience working in the emergency management profession who has made significant contributions to the field of Emergency Management in Florida
- FEPA Service Award - To an individual or group who has made a significant contribution to the enhancement of the FEPA organization. The contribution must specifically benefit FEPA. Nominees must not have been compensated by the association for their contribution. The FEPA Board of Directors selects the recipient(s) of this award and may choose to not select a recipient from the pool of nominations

4. Nominating Committee

The Nominating Committee shall consist of the Parliamentarian as Chair, and members appointed by the Association President. Area Governors or their Alternates are members of the Nominating Committee.

The Nominating Committee shall solicit nominees from the membership, confirm interest and qualifications of candidates, prepare ballots, and conduct the annual election of officers

5. Governance Committee

The Governance Committee shall consist of the Parliamentarian as Chair and other members as recommended by the Chair and approved by the Executive Committee. Area Governors or their Alternates are members of the Governance Committee.

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.

6. Training and Professional Development Committee

The Training and Professional Development Committee shall be responsible for the training and education programs and initiatives of the Association including the Emergency Management Academies. The Committee shall work with the Chair of the Annual Meeting Committee regarding the training program presented at the Annual Meeting and other FEPA supported training venues. The Committee shall also work with the Chair of the Certification Committee to ensure FEPA-developed trainings are recognized as a part of the Certification process.

B. WORKING GROUPS

The President, in consultation with the Executive Committee, may establish Working Groups to address a specific issue or topic; implement a specific program or project or provide information and education for the membership on a specific focus area.

Appointment of Working Group chairs shall be consistent with the procedures used to appoint chairs and members to standing committees. Working Groups may include non-FEPA members, after notification via Board Report, to complete a specific mission or assignment. Non-FEPA members may not serve in leadership roles on Working Groups and may not vote on topics before the groups. Working Groups will be established for a specific time frame for action and may be terminated or reinstated using the same procedure outlined for their creation.

Any document adopted formally by Working Groups that create or implement policy, process or procedure must be brought before the Board of Directors for review and approval.

When active, a listing of Working Groups shall be posted to the FEPA website.

VIII. 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.

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

IX. BUSINESS MEETINGS

A. MEETINGS OF THE MEMBERSHIP BODY

Regular business meetings will be held at a time and place designated by the Board of Directors in accordance with Administrative Policies and Procedures.

A tentative business meeting agenda will be posted on the Association's website.

The recommended general order of the business meeting is as follows:

- Call to Order
- Invocation
- Pledge of Allegiance
- 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.

B. QUORUM

A quorum at a regular business meeting shall be the number of voting members participating. 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. All members, except student members, shall have the right to vote (per Section II) on any issue put before the assembled body of the Association.

X. 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.

XI. AMENDMENT OF BYLAWS

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

XII. AMENDMENT OF ADMINISTRATIVE POLICIES AND PROCEDURES

Amendments to the Administrative Policies and Procedures may be offered by the Executive Committee, Board of Directors, or may be submitted to the Governance Committee by any member of the Association.

Such amendments shall be reviewed by the Committee and 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.

Approved by the FEPA Board of Directors	1-28-25
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Ratified by the FEPA Membership	1-31-25
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