

**KANSAS  
EMERGENCY MANAGEMENT  
ASSOCIATION, INC.  
(KEMA)**

**POLICIES &  
PROCEDURES**

**1 January 2004**

**(THESE POLICIES AND PROCEDURES ARE AUTHORIZED BY THE ASSOCIATION  
BY-LAWS ADOPTED ON 17 SEPTEMBER 1999 AND ARE INTENDED TO  
SUPPLEMENT THE BY-LAWS WITH SPECIFIC DETAILS FOR CONDUCT OF THE  
ASSOCIATION'S BUSINESS)**

**POLICIES AND PROCEDURES:**  
**KANSAS EMERGENCY MANAGEMENT ASSOCIATION (KEMA)**  
*(Adopted by the Board of Directors on 13 June, 2000)*

The following policy document offers guidance to the Kansas Emergency Management Association concerning the conduct of Association business and is prepared and maintained in accordance with the By-laws of the Association.

1. Association Year: The Association Year shall be 1 January through 31 December.
2. Membership:
  - 2.1. Eligibility: Eligibility for membership is described in three classes as follows:
    - 2.1.1. Regular: Membership in KEMA is open to any person involved or interested in emergency management, emergency response or related fields. The regular members shall submit an application and pay the dues to the association for the current year. The KEMA board of directors shall establish the dues for the regular members. Regular members have one vote at the association's regularly scheduled meetings.
    - 2.1.2. Life: A regular member who has contributed significantly to the purpose of the association may be presented a life membership by the association. Nomination for "Life Membership" must be sponsored by at least five (5) regular or life members and receive a majority vote of the KEMA Board of Directors voting at any regular scheduled meeting of the Board. A life member will have the same rights as a regular member in the association.
    - 2.1.3. Honorary: Any person outside of the association who has made an outstanding contribution to the purpose of the association may be made an honorary member of the association. Nomination for an "Honorary Membership" must be sponsored by at least five (5) regular or life members and receive a majority vote of the KEMA Board of Directors voting at any regularly scheduled meeting of the Board. The honorary member has no voting rights in the association. The awards policy of the association further defines the honorary member.
  - 2.2. Termination of Membership: Termination of membership in the association is to be governed in the following manner:
    - 2.2.1. Resignation: Any member who wishes to resign must do so in writing to the association's secretary at any time.
    - 2.2.2. Nonpayment of dues: Any regular member who is considered in arrears shall be dropped from membership. There will be no reduction in membership dues for partial year.

2.2.3. Expulsion: Any five (5) regular or life members of the association may submit a request to the president to expel a member. Such request shall be in writing, signed, and shall set forth reasons for the request. The president shall call a meeting of the board of directors within thirty (30) days to examine pertinent information and hear qualified witnesses, including the member being considered for expulsion -- if the member so desires. After hearing all pertinent information, a majority vote of the board of directors is required to expel the member. The secretary will notify the member in writing, by certified mail, of the board of directors' vote.

3. Committees and Representatives:

3.1. Appointing Authority: The incoming president shall appoint a KEMA representative to the Kansas Association of Counties (KAC); and name a chairperson and ensure the appointment of the membership to each of the following standing committees no later than the close of the annual conference:

3.1.1. Audit Committee: An audit committee shall be appointed prior to the conclusion of the annual meeting. It shall consist of three (3) regular or life members -- one of whom is not a member of the board of directors.

3.1.1.1. Duties: It shall be the duty of the audit committee to audit all association accounts and financial records of the past association year, to assist the treasurer in preparing financial statements and forms to be filed in accordance with state and federal law, and to evaluate the adequacy and effectiveness of accounting procedures of the association.

3.1.1.2. Meetings: The audit committee shall meet as many times as necessary to accomplish the annual audit prior to the beginning of the association year.

3.1.1.3. Reports: A report in writing shall be made of the results of the audit to the board of directors at its next scheduled meeting. Such report shall be signed by each member of the audit committee and filed with the treasurer and made part of the board of directors' minutes.

3.1.2. Nominating Committee: The nominating committee shall consist of one (1) regular or life member from each association area who is not a member of the board of directors -- one of whom shall be named chairperson by the president.

3.1.2.1. Duties: It shall be the duty of the nominating committee to solicit a slate of officers to be reported for nomination to election to the board of directors at the next annual meeting.

3.1.2.2. Slate: The slate of officers solicited by the nominating committee shall consist of one or more names of regular or life members of the association for each office to be elected. The committee may solicit no one member for nomination to more than one office.



- 4.1.3. Secretary: A secretary shall be elected in even-numbered years from those regular or life members in good standing. The term of office shall be for two (2) years – beginning after the annual conference.
- 4.1.4. Treasurer: A treasurer shall be elected in odd-numbered years from those regular or life members in good standing. The term of office shall be for two (2) years – beginning after the annual conference.
- 4.1.5. Area Vice Presidents: An area vice president shall be elected from those regular or life members in the following manner:
  - 4.1.5.1. The area vice president elected must reside within the boundaries of the area from which elected.
  - 4.1.5.2. Those from the North Central, Southeast and Southwest areas will be elected to terms beginning in odd-numbered years. Term of office will be for two (2) years --beginning after the annual conference.
  - 4.1.5.3. Those from the Northeast, Northwest and South Central areas will be elected to terms beginning in even-numbered years. Term of office will be for two (2) years -- beginning after the annual conference.
  - 4.1.5.4. Election of the area vice president shall be held at least thirty (30) days before the annual conference. Only regular or life members from that area who are members in good standing with KEMA shall be entitled to vote. The present area nomination committee person shall distribute the ballots to eligible members, in a manner to be determined by the area nomination committee person. The area nomination committee person shall mail the results to the KEMA secretary. The results will be announced at the annual conference.
- 4.1.6. Other Officers: Any other officer appointed by the president shall perform such duties and have such powers as may be assigned by the president or the board of directors.
- 4.2. Manner of Election: When the president declares the association meeting open for election of officers, the report of the nominating committee shall first be presented to the membership. The president shall then entertain motions from the floor and the election shall proceed as prescribed by the latest edition of “Roberts Rules of Parliamentary Procedure.” Each officer is to be elected by a separate vote.
- 4.3. Voting Procedure: Only regular or life members shall have a vote on motions to elect. A majority vote shall constitute an election to office.
- 4.4. Absentee Ballot: Voting by absentee ballot will be permitted per ARTICLE X, Section 2 of the Association Bylaws.

- 4.5. Special Elections: At any meeting of the association when a special election is in order, the manner of election and voting shall be as prescribed in 4.2 above -- except there will be no report from the nominating committee.
5. Board of Directors: The board of directors as set forth in the constitution of the association, shall be the governing body of the association and conduct its business to include, but not limited to, the following:
- 5.1. Meetings: The board of directors shall meet as necessary, at least quarterly (1/4), with one of the meetings being in conjunction with the annual conference, and at other times and places as may be called by the president. All meetings of the board shall be open to all members of the association, but only those elected members of the board shall have a vote.
- 5.1.1. Quorum: A simple majority of the voting members of the board of directors of the association will constitute a quorum and shall be required to conduct any board business. All board members shall be notified at least fifteen (15) days in advance of meetings and each member present shall have one vote. No provisions are made for proxy votes.
- 5.1.2. Records: The minutes of the board of directors meetings shall be recorded by the secretary and be maintained in the official files of the association, along with such documents, correspondence, and materials as the board may deem necessary.
- 5.2. Association Policy / Position: The board of directors shall be responsible for the communication of the association's policies and positions. Information from the general membership through their respective area vice president or standing committee chairpersons will be used in the formulation of association's policy and position. When necessary, the board of directors, or their representative, may be required to state the association's policies or positions in support of or objection to regulations or legislation which may effect emergency management.
- 5.3. Duties of Officers: Officers of the board of directors of the association shall perform all duties of such office as is normally expected of the association to include, but not limited to, the following:
- 5.3.1. President: The president shall preside over all meetings of the association and the board of directors; perform generally all duties usually performed by presidents of like associations, and such further duties as shall be from time-to-time required of the president by the board of directors; appoint such officers/committees as the president perceives to be in the best interest of the association and which are consistent with the constitution and bylaws of the association; sign and execute all contracts, sign checks, and authorize payment of monies in the name of the association; cause all books, records, reports, and statements to be properly kept and filed as required by law; enforce these

bylaws and perform other duties incident to the office and generally supervise and control the business affairs of the association.

- 5.3.2. President Elect: In the event of the absence of the president, the president elect shall perform and have all the powers granted to the president. In case both are absent or unable to perform their duties, the board of directors may appoint a president pro-tem. The president elect shall assume the office of president the following year.
- 5.3.3. Secretary: The secretary shall generally perform such duties as may be required by the board of directors; shall record and maintain the minutes of board of directors; shall be the custodian of all administrative records of the association; shall keep a record containing the names of all persons who are members in good standing as “Regular,” “Life,” or “Honorary” members of the association and will remove the names of any members who are no longer eligible under any category, and report such names to the board of directors at their next scheduled meeting; attend to all correspondence and present to the board of directors at their next scheduled meeting all official communications received. The secretary shall also transfer all administrative records of the association to any successor as required by the board of directors. The secretary shall, within sixty (60) days of receipt of dues, provide all new association members with a copy of:
- Written notice of his/her membership application approval;
  - The most current association constitution and bylaws;
  - Listing of board members, area vice presidents, and a map depicting the six (6) association areas.
- 5.3.4. Treasurer: The treasurer shall generally perform such duties as may be required by the board of directors; receive and have in charge all monies and securities belonging to the association or collected in its name, and shall disburse or otherwise deal with the same as shall be ordered by the president or board of directors; sign such checks as are authorized by the president; assist the audit committee in an annual audit of all association financial books, and file required financial statements and forms with state and federal offices as required by law--copies of which shall be made part of the association records; render a report of the financial condition of the association at each scheduled meeting of the association and at any other time as may be required by the president or the board of directors. The treasurer shall transfer all records of the association to any successor as required by the board of directors. It shall be the treasurer’s responsibility to supply notice of membership dues within thirty (30) days of the beginning fiscal year -- following the annual association conference.
- 5.3.5. Area Vice Presidents: The area vice presidents shall act as liaison between the association and their respective areas. Each shall serve as the representative of the

members of the association within their areas when attending meetings of the board of directors, and act on behalf of the president in matters pertaining to their areas, subject to the approval of the president.

- 5.3.6. Other Offices: Any other positions appointed by the president shall perform such duties and have such powers as may be assigned by the president and / or the board of directors.
- 5.4. Vacancies and Succession: If the office of president should become vacant between elections, the president elect shall become president for the duration of the unexpired term in addition to the term immediately following. A president serving an unexpired term shall immediately appoint a president elect. The appointed president elect will serve until the next annual meeting where the appointment shall be subject to ratification by a majority of the eligible voting members present. Failure to achieve a majority vote shall cause nominations from the floor for president elect and election by a majority vote. Interim vacancies in the offices of secretary, treasurer or area vice president shall be filled by appointment of the president until the next annual meeting. At that meeting, unexpired terms of the secretary or treasurer shall be as described in 4.1.3 and 4.1.4 above. Area vice presidents will be filled by nominations from the floor from the respective areas and plurality vote of the respective area as described in 4.1.5.5 above.
- 5.5. Removal from Office: An officer may only be removed from office through termination of membership as prescribed in Article II, Section 2 of these bylaws.
6. Establishing Legislative Position:
  - 6.1. Regular Platform Cycle: The chair of the government affairs committee will informally poll the membership of the association. From this poll, a platform will be created and circulated as widely as possible at the association annual meeting. The input of the membership will be collected through the association area vice presidents and directed back to the chair of the government affairs committee. The platform will be revised utilizing the input from the process outlined above and submitted to the KEMA board of directors at their first meeting following the annual meeting for consideration of adoption.
  - 6.2. Interim Positions: Interim positions may be adopted, as necessary, outside the above outlined method by adoption of said position by a simple majority of the KEMA board of directors in an informal poll by the chair of the government affairs committee by telephone or mail.
  - 6.3. Official Positions: All positions adopted in either of the manners outlined above shall be deemed “official” positions of the KEMA.
7. Organizational Review: It shall be the policy of the Association to engage in an ongoing process of assessing the success of its programs and services:

7.1. Annual Report: The president shall appoint a committee to conduct a review of the status of the association. This committee shall assess the successes and shortfalls of the association in accomplishing its mission and goals. The committee shall be responsible for compiling statistical and other measures to allow a complete evaluation of the status of the association. These measures may include statistics such as budget numbers, KCEM certifications, awards presented, membership numbers, training activities, review of legislative activities and legislative contacts, membership satisfaction surveys as described below, and any other appropriate indicators. The committee shall interpret the results of these measures into a report organized around the stated goals of the organization as follows:

- Training and professional growth
- Recognizing of professional excellence
- Sharing of ideas and sharing lessons learned
- Addressing planning and procedural issues
- Advising the KDEM regarding emergency management issues
- Influencing public policy through the legislative process
- Coordinating association activities with other organizations

The purpose of this report shall be to form the basis of future action plans and to determine the direction of association strategies.

7.2. Member Satisfaction Surveys: Associated with the effort to establish an annual (biennial) report, the committee charged with preparing the annual report will develop (update) a member satisfaction survey designed to elicit member feedback on a number of issues associated with the stated goals of the association. These surveys will be sent to area vice presidents to be discussed and completed at areas meetings. Area vice presidents will provide copies to all members of their areas who were unable to participate in the area meeting discussion.

## 8. Member Communications:

8.1. Responsibility: Area vice presidents are responsible for facilitating the process by which the association communicates with its members. Essentially this involves gathering information on association activities within their areas and forwarding it to the KEMA webmaster as well as ensuring each member of their area is provided with appropriate information about association activities.

8.2. Webmaster: The president will appoint a webmaster who will maintain a KEMA internet website to be accessed by all members with internet access.

8.3. Procedure: At least twice annually, the secretary will download and copy the KEMA website and e-mail or mail such copy to the members who do not have internet access. This process will serve in place of a formal, written newsletter.

## 9. Budget/Finances:

- 9.1. Spending limitations of KEMA Officers: The president, at his/her discretion, may authorize expenditures up to \$100.00 without approval of the board. For expenditures above \$100.00, a majority approval must be received from the board members either by submitting a request at a regularly scheduled board meeting or by poll of the board members (by phone, fax, e-mail, etc).
- 9.2. Issuances of checks procedure: The treasurer will be allowed to make expenditures up to \$100.00 for supplies and/or KEMA related expenses. The signatures of both the president and treasurer will be required for all expenditures over the amount of \$100.00.
- 9.3. Limitations of expenditures by President: The \$100.00 expenditure must be directly related to the KEMA organization and is not to exceed \$250.00 in the president's elected year.
- 9.4. Conference Budget: The conference budget is established each year by the board of directors after costs of the conference have been determined (lodging, meals, breaks, etc.)
- 9.5. Operations Budget: The operations budget is reviewed at the first meeting of the KEMA board after the fall conference.
10. Annual Conference Site Selection: In order to provide guidance to the Association's site selection committee and to potential vendors who seek consideration of their respective facility(s) to host the annual KEMA conference, the following policies are established:
  - 10.1. Lodging:
    - 10.1.1. The host facility must have the capacity to offer a minimum block of 75 rooms within the facility proper or in conjunction with an associate facility for up to three consecutive nights. It shall be incumbent upon the host facility to arrange and reserve associate facility lodging.
    - 10.1.2. Days of the week and dates of the conference must be agreed upon by both the facility and the KEMA site selection committee.
    - 10.1.3. Facilities must be able to provide direct billing to individual counties.
    - 10.1.4. Preference will be given to facilities which can guarantee daily lodging rates to all attendees which are equal to or less than the rate of lodging reimbursement the State of Kansas provides for the host city.
  - 10.2. Food and Beverage:
    - 10.2.1. The host facility must have the capacity to prepare and serve breakfast, lunch, and dinner to a minimum of 100 people.

10.2.2. The contract for conference services will provide for a minimum of one (1) evening meal, one (1) lunch, one (1) breakfast, and breaks on one (1) day. Additional meals, food, or beverages may be agreed upon by the site selection committee and the facility.

10.2.3. Preference will be given to facilities which can offer attendees reduced or group discounted prices for food and beverage for noncontracted meals.

10.3. Meeting Rooms:

10.3.1. The host facility must have a meeting room capable of accommodating a minimum of 150 general session attendees.

10.3.2. The host facility must be able to offer a minimum of four (4) breakout rooms -- each with a minimum capacity of 30 to 40 persons.

10.4. Amenities:

10.4.1. The host facility must be able to provide adequate display space for up to 15 vendors.

10.4.2. The host facility must be able to offer adequate space for attendee registration (commonly two [2] six to eight foot tables placed end to end).

10.4.3. Preference will be given to facilities which offer security of set up displays.

10.5. Conference Proposals and Time Frames:

10.5.1. Facilities interested in being considered to host the KEMA conference must transmit their respective written proposals, including representative pricing samples to the KEMA secretary no later than January 1 (20 months prior to the fall conference being considered).

10.5.2. The site selection committee shall convene no later than April 1, and as needed, to present site recommendations to the board of directors at the upcoming board meeting (17 months prior to the fall conference being considered).

10.5.3. A multi-year contract recommendation to the board shall be at the discretion of the site selection committee.

10.5.4. Variances or Changes: Variances from this policy or changes deemed to be in the best interest of KEMA may be adopted by a majority vote of the board of directors.

11. Awards Program: KEMA maintains an active Awards program to recognize professionalism in Emergency Management. The policies governing this program are contained in the "KEMA Awards Guidelines" published under separate cover.

12. Kansas Certified Emergency Manager (KCEM) Program: In order to establish a standard of professionalism for Emergency Managers in the State of Kansas, the Association maintains a certification program. The policies governing this program are contained in the “Certification Guidelines: Kansas Certified Emergency Manager” published under separate cover.