

**POLICIES AND PROCEDURES:
Kansas Emergency Management Association (KEMA)
(Adopted by the Board of Directors on 14 September, 2010)
Amended August 8, 2013
Amended May 24, 2017**

The following policy documents offers guidance to the Kansas Emergency Management Association (KEMA) concerning the conduct of Association business and is prepared and maintained in accordance with the By-Laws of the Association.

Section 1 – Fiscal Year

- 1.1 Association and Fiscal Year: The Association and its Fiscal Year shall be 1 January through 31 December.

Section 2 – Membership

- 2.1. Definition: The term “member in good standing” is used throughout this document and shall be considered to mean any member whose applicable dues, fees and other amounts owed are paid in full.

- 2.2. Eligibility: Eligibility for membership is described in three classes as follows:

2.2.1. 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.

2.2.2. 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.

2.2.3. 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.

2.3. Denial of Membership: An applicant for membership may be denied same under the following conditions:

2.3.1. Fraudulent Application: Any applicant for membership who falsifies information on the application for membership will be denied membership.

2.4. Termination of Membership: Termination of membership in the Association is to be governed in the following manner:

2.4.1. Resignation: Any member who wishes to resign must do so in writing to the Association's secretary at any time.

2.4.2. 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 a partial year.

2.4.3. 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.

Section 3 – Committees and Representatives

3.1. Appointing Authority: The incoming president shall appoint a KEMA representative to the following Boards, Committees, Councils and Teams and ensure the appointment of the membership to each of the following standing committees no later than the first regular Board meeting after the end of the conference:

3.1.1. Auditing 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 region 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.
- 3.1.3. Standards and Practices Committee: The standards and practices committee shall implement and administer the Kansas Certified Emergency Manager (KCEM) program for KEMA.
- 3.1.4. Bylaws, Policies and Procedures Committee: The committee shall conduct an annual review of the KEMA bylaws, policies and procedures and develop and present proposed changes and/or amendments to the general membership for action during the annual Association meeting or through electronic voting prior to the meeting from the membership..
- 3.1.5. Member Communications: The member communications committee shall consist of one (1) regular member or life member from each Association region. The committee shall ensure Association members in their respective regions are kept informed of current and future activities and/or programs. This committee will work closely with their Regional Vice President for communications and website information.
- 3.1.6. Government Affairs Committee: The committee shall monitor/review past, current, and future legislative actions that have the potential to impact emergency management activities or organizations and report critical legislative activities to the Association's Board of Directors.
- 3.1.7. Conference Committee: The conference committee shall be under the oversight of the President-Elect who will appoint subcommittees to provide all annual

conference activities to include, but not limited to vendors, training, logistics, operations and planning.

3.1.8 Kansas Association of Counties (KAC): This position shall be reviewed annually and may be reappointed.

3.1.9 Kansas Hazard Mitigation Team: These positions shall be reviewed annually and may be reappointed. One representative shall be from an urban area and the second position shall be from a rural area.

3.1.10 Regional Homeland Security Councils: The Regional Vice President will report to the Board the selected representatives from their area.

3.1.11 State Agency Liaison: This position shall work closely with state agencies to represent the KEMA membership at the state level. This position may be a volunteer or if funds allow a contracted position.

3.2. Committee or Representative Actions: The Board of Directors must approve any activities or actions of a standing committee or representative.

3.3. Other Committees: Any additional committees appointed in compliance with KEMA bylaws shall be subject to the policies set out above.

Section 4. – Elections

4.1. Annual Elections: The election of officers to the Board of Directors shall be held during the business session of the annual meeting through electronic voting before the annual meeting and or during the annual meeting.

4.1.1. President: In the event the president elect is unable to serve, a president shall be elected from those regular or life members in good standing, the term of office shall be for one (1) year – beginning after the annual conference. **Must meet the requirements in Bylaws Article IV, Section 6, (A) and (B).**

4.1.2. President Elect: A president elect shall be elected from those regular or life members in good standing. The term of office shall be for one (1) year beginning after the annual conference. **Must meet the requirements in Bylaws Article IV, Section 6, (A) and (B).**

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. Regional Vice Presidents: A regional vice president shall be elected from those regular or life members in the following manner:

4.1.5.1. The regional vice president elected must reside within the boundaries of the region from which elected.

4.1.5.2. Those from the North Central, Southeast and Southwest regions 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 regions (including the KC Metro Region) 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 regional vice president shall be held at least thirty (30) days before the annual conference. Only regular or life members from that region who are members in good standing with KEMA shall be entitled to vote. The present regional nominating committee person shall distribute the ballots to eligible members in a manner to be determined by the area nominating committee person. The regional nominating committee person shall mail (or email) 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. Requirements of Candidates for Officers of the Board: In order to be placed on the ballot for election to an office, the candidate must submit the following to the Nominating Committee 60 days prior to the Annual General Membership meeting.

1. Candidate identify themselves to the Nominating Committee;
2. Nominating Committee will verify eligibility; and
3. Meet the requirements in Bylaws Article IV, Section 1

In order to be eligible as a write-in candidate for office at the Annual Conference, the candidate must submit the above listed documents to the Nominations and Credentials Committee Chair within 60 days of the first scheduled day of the Annual Conference.

- 4.3. 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. During the election process at the annual meeting, the chairperson for the nominating committee shall announce that all candidates meet the eligibility requirements of office each officer is to be elected by a separate vote.
- 4.4. Voting Procedure: Only regular or life members shall have a vote on motions to elect. A majority vote shall constitute an election to office.
- 4.5. 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.
- 4.6 **Electronic Voting Policy**

OBJECTIVE

KEMA intends to establish a process for the use of electronic voting (e-voting) for general election purposes to include but not be limited to the election of Officers, as specified and permitted under the KEMA Bylaws.

4.6.1 PROCEDURE

1. A copy of this policy shall be posted on the KEMA website.
2. The KEMA Board shall be free to determine when to use electronic voting (e-voting) during a particular year.
3. Once the KEMA Board has decided to use electronic voting (e-voting) in a particular year, no other form of voting shall be permitted by Members during that particular year.
4. Voting by other means may be authorized by the KEMA Board at any time without rescinding or varying this Policy, provided that no such authorization shall come into effect when electronic voting (e-voting) has been selected as the method in a particular year.
5. A “Voting Member” is described in the KEMA Bylaws
7. The “Notice Date” to advise Members of electronic voting (e-voting) shall abide by the KEMA By-Laws and policy.
8. A “Voting Period” during which electronic voting (e-voting) will take place shall be at least Sixty (60) days during which Voting Members can cast their votes, such period beginning with the Notice Date and ending seven (7) days prior to the annual general meeting of KEMA Members.

9. As directed by KEMA's Nominating Committee, the committee will implement a communication strategy to Members in relation to electronic voting (e-voting) well in advance of the Voting Period . Voting Members will be provided with formal notice of a pending electronic vote (e-vote) in accordance with the general notice requirements for such election procedures as set forth in the KEMA Bylaws.

4.6.2 COMMUNICATION STRATEGY

KEMA Officers shall communicate the following to its Members:

1. Any KEMA Board decision to allow electronic voting (e-voting) immediately following the approval of this policy via electronic mail (e-mail) communication;
2. Overview of electronic voting (e-voting) process three (3) months in advance of a selected voting period via mailed communication vehicles available to the KEMA (e.g. newsletter, web site or email);
3. Specific instructions and directions on the electronic voting (e-voting) process, together with notice of the annual general meeting of members, will be communicated to Members on the notice date;

4.6.3 OFFICIAL NOTICE

Voting members shall receive on or before the Notice Date, the following:

1. Notification of the Voting Period during which they will be able to cast their vote;
2. Specific election procedures and electronic voting (e-voting) instructions;
3. Information on candidates running for election as Directors or Officers;
4. Contact information for any questions or issues that may arise during the electronic voting (e-voting) process.

4.6.3.1 ELECTRONIC SYSTEMS

KEMA will ensure that the electronic system selected to process and manage the electronic voting (e-voting) is developed with reasonable levels of security, including:

1. Features that ensure Voting Members are only able to cast a single vote;
2. Restricting the matters that Voting Members are entitled to electronically vote on to those matters which are in accordance with the KEMA Bylaws, relevant policy, and applicable law, as amended from time to time.

3. Telephone support for Voting Members having technical difficulties.

4.6.4 EXTENUATING CIRCUMSTANCES

1. In the event that the electronic system fails to operate properly, or the technology provider is unable to deliver the services required, during the Voting Period:
 - a. If the failure is not rectifiable, the KEMA Board may decide to terminate electronic voting (e-voting) during the applicable Voting Period, and institute

another form of voting to decide the matter, notwithstanding anything else in this Policy;

b. If the failure is temporary with the result that a Voting Member was unable to cast his or her vote electronically, the KEMA Board authorizes the President, or his or her designee, to review such claim and to accept a vote from such Voting Member in such alternative manner as is determined appropriate in the discretion of the President, or his or her designee, provided reasonable evidence exists of the said Voting Member's inability to vote electronically as a result of the failure.

c. The President, or his or her designee, shall be at liberty to require logs of any electronic voting (e-voting) activity from the technology provider to evidence the foregoing

2. In the event that a Voting Member is unable to vote electronically due to extenuating circumstances, and instead requests to vote by ballot:

a. The President, or his or her designee, shall review and evaluate the extenuating circumstances;

b. If the extenuating circumstances are deemed by the President, or his or her designee, to be valid based on reasonable evidence, the KEMA Board authorizes the President to accept a vote by ballot from such Voting Member.

c. Extenuating circumstances that will not be accepted are:

i. The Voting Member not having access to an internet connection; or

ii. The Voting Member not having an electronic mail (e-mail) address.

4.6.5 AGREEMENT BY VOTING MEMBERS:

By participation in the electronic voting (e-voting) process, each Voting Member is deemed to have agreed to comply with the following requirements of the KEMA:

1. That each voting Member consents to electronic voting (e-voting) pursuant to this Policy;

2. That each Voting Member has access to a computer, a web browser and an Internet connection suitable for accessing web sites on the World Wide Web, has an electronic mail (e-mail) address and has sufficient technical knowledge and ability to access the electronic voting system;

3. That each Voting Member will not share any unique identifying data provided to him or her for electronic voting (e-voting) by the Association with any third party;

4. That each Voting Member will only use any unique identifying data provided to him or her by KEMA for the purposes of electronic voting (e-voting) and that he or she will not take any steps to interfere with the operation of any electronic voting (e-voting) system provided for purposes of voting, nor do anything to interfere with the use of such electronic voting (e-voting) system by other Voting Members;

5. That each Voting Member will agree that under no circumstances shall any member of the KEMA Board or Nominating Committee be liable for any failure of the electronic voting (e-voting) system, or failure of the Voting Member's computer or Internet connection; and

6. That each voting Member will comply fully with the KEMA Bylaws, this Policy and any other applicable Policies of KEMA, as amended from time to time, in his or her use of any electronic voting (e-voting) system provided for purposes of electronic voting (e-voting).

Section 5 – Board of Directors

- 5.1. Board of Directors: The Board of Directors as set forth in the bylaws of the Association, shall be the governing body of the Association and conduct its business to include, but not limited to, the following:
- 5.2. Meetings: The Board of Directors shall meet as necessary, at least quarterly, with one of the meetings being in conjunction with the annual conference and at other times and places may be called by the president.
- 5.2.1. Teleconference and other Electronic Means: Participation by teleconference or other electronic means is permissible provided all persons participating in the meeting can simultaneously hear or read each other's communications during the meeting.
- 5.2.1.a. Participation by teleconference or other electronic means shall constitute presence in person at the meeting and shall entitle the member to vote.
- 5.2.1.b. Any regular or special meeting of the Board may be held entirely by teleconference or other electronic equipment provided, however, a majority of the Board's regular meetings must be held in person, with face-to-face participation.
- 5.2.2. Special Meetings: Special meetings of the Board may be called by the President and shall be called upon the written request of one-third (1/3) of the voting Directors.
- 5.2.3. 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.
- 5.2.4. 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. This will include copies of all emails between the members of the Board of Directors from special meetings.

- 5.3. 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 regional vice president or standing committee chairpersons will be used in the formulation of the 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 affect emergency management.
- 5.4. 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:
- 5.4.1. President: The president shall preside over all meetings of the Association and the Board of Directors; perform generally all duties usually performed by the 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 bylaws of the Association; sign and execute all contracts, signs 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.
- 5.4.2. 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. The President-Elect serves as Chairperson for the Conference Committee.
- 5.4.3 Past President: In the event of the absence of the president and the president elect, the past president shall perform and will temporarily have all the powers granted to the president. The past president oversees the KEMA standing committees outside of the Conference Committee. The past-president is responsible for the annual report that is presented at the first regular Board meeting.
- 5.4.4. Secretary: The secretary shall generally perform such duties as may be required by the Board of Directors; shall record and maintain the minutes of the 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 policies, procedures and bylaws;
- Listing of board members, regional vice presidents, and a map depicting the seven (7) Association regions.

5.4.5. 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 the 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 of the fiscal year – following the annual Association conference.

5.4.6. Regional Vice Presidents: The regional vice presidents shall act as liaisons between the Association and their respective regions. Each shall serve as the representative of the members of the Association within their regions when attending meetings of the Board of Directors, and act on behalf of the president in matters pertaining to their regions, subject to the approval of the president.

5.4.7. 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.

5.5. Vacancies and Succession: If the office of the 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 regional 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. Regional vice presidents will be filled by nominations from the floor from the respective regions and plurality vote of the respective regions as described in 4.1.5 above.

- 5.6 Removal from Office: An officer may be removed from office through termination of membership as prescribed in Article II, Section 2 of the bylaws.

Section 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 regional 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 and in an informal poll of the government affairs committee by telephone, mail or email or other electronic means.
- 6.3. Official Positions: All positions adopted in either of the manners outlined above shall be deemed “official” positions of the KEMA.

Section 7 – Organizational Review

- 7.1. 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 through the following methods:
- 7.2. 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, KDEM 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.

7.3. KEMA Strategic Plan: Shall be reviewed by the Board and selected members once in every even numbered year. This time will be used to measure current goals, determine direction of KEMA, and to move forward with a focused plan.

Section 8 – Member Communications:

- 8.1. Responsibility: Regional 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 regions and forwarding it to the KEMA webmaster as well as ensuring each member of their region is provided with appropriate information about Association activities.
- 8.2. Webmaster: The president will appoint or hire a webmaster who will maintain a KEMA internet website to be accessed by all members.

Section 9 – Budget/Finances

- 9.1. Spending limitations of KEMA Officers: The president, at his/her discretion, may authorize expenditures up to \$500.00 without approval of the board. For expenditures above \$500.00, 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, email, etc.).
- 9.2. Issuances of Checks Procedures: The treasurer will be allowed to make expenditures up to \$500.00 for supplies and/or KEMA-related expenses. Two of the signatures of both the president, the president-elect and treasurer will be required for all expenditures over the amount of \$500.00. It shall be the Secretary's responsibility to provide a letter with the name of the new President, President Elect, and Treasurer of the association to the KEMA financial institutions.

- 9.3. Limitations of Expenditures by President: The \$500.00 expenditure must be directly related to the KEMA organization and is not to exceed \$1,000.00 in the president's elected year without Board approval.
- 9.4. Conference Budget: The conference budget is established each year by the Board of Directors after the costs of the conference have been determined (lodging, meals, breaks, etc.).
- 9.5 If written guidelines are not in the Bylaws concerning the financials, then clearer directions needs to be given in a separate document and referred to within the bylaws. KEMA has a checking account and CD's that require oversight by the Board as to whether or not funds need to be transferred or moved to ensure a better return on our members' investment. Although signature cards are available, banks also require legal documentation as to the members of the Board of Directors (i.e. meeting minutes). It is vital that these minutes get to the Treasurer in a timely fashion so that the non-profit status of our organization does not come into question.

Section 10 – Annual Conference Site Selection

- 10.1. 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:
- 10.2. Lodging
- 10.2.1. 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 (3) consecutive nights. It shall be incumbent upon the host facility to arrange and reserve associate facility lodging.
- 10.2.2. Days of the week and dates of the conference must be agreed upon by both the facility and the KEMA site selection committee.
- 10.2.3. Facilities must be able to provide direct billing to individual counties.
- 10.2.4. Preference will be given to facilities which can guarantee daily lodging rates to all attendees which are equal to or less than the lodging rate used by the State of Kansas for its employees.
- 10.3. Food and Beverage
- 10.3.1. The host facility must have the capacity to prepare and serve breakfast, lunch, and dinner to a minimum of 100 people.

10.3.2 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.

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

10.4. Meeting Rooms

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

10.4.2. 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.

10.5. Amenities

10.5.1. The host facility must be able to provide adequate display space for a minimum of fifteen (15) vendors.

10.5.2. 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).

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

10.6. Conference Proposals and Time Frames

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

10.6.2. 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).

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

10.6.4. 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.

Section 10.7: Conference Attendee Cancellation

10.7.1

KEMA CONFERENCE CANCELLATION/REFUND POLICY:

KEMA conference cancellations and requests for refunds must be made in writing to the KEMA Board Treasurer. Request may be mailed, emailed or faxed to the KEMA Board Treasurer. Please refer to the KEMA website for the Treasurer's contact information at <https://www.kema.org/> or contact any Board member.

Telephone requests will not be honored.

10.7.2

Refund time frame:

Full Refunds – More than 30 Days Notice- in order to receive a full refund, written requests must be received by the KEMA Board Treasurer no later than 30 days prior to the first day of the conference.

NOTE: The KEMA treasure has the authority to issue qualifying refunds under this section without first seeking a vote of the Board.

50% Refunds – Less than 30 Days Notice- Written requests for refunds received by the KEMA Board Treasurer less than 30 days prior to the first day of the conference will be subject to a 50% refund.

NOTE: The KEMA treasure has the authority to issue qualifying refunds under this section without first seeking a vote of the Board.

No Refunds – Within 2 Weeks

No refunds will be granted for written requests received by the KEMA Board Treasurer within two weeks of the first day of the conference unless the refund meets or exceeds the section of 10.7.3.

10.7.3

Emergencies, Illness, or Death of Registrant or Immediate Family Member:

Refunds may be granted if an attendee is unable to attend the conference due to a family death, severe illness, or other extraordinary circumstance of up to 50%. If such an instances should occur, the KEMA Board Treasurer must receive the refund request in writing within one month following the closing of the conference. The Board will vote upon each request received in 10.7.3 at the Boards next calendar scheduled meeting with the new President. At the next scheduled meeting after the closing of the conference and if approved by the Board, the Board will direct the Treasurer to immediately issue the refund(s). Every effort should be made to have the refund(s) sent out before the year end after the Conference.

Note: All Board votes will be final without an appeal process for refunds.

10.7.4

Substitution Policy: Registrants may send a substitute in their place in lieu of requesting a refund.

To request a refund, contact the KEMA Board Treasurer <https://www.kema.org/>

Section 11 – Awards Program

11.1. 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.

Section 12 – KCEM Program

12. 1. 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.

Section 13 – Special Occasion Guidelines

13.1. Special Occasion Guidelines for KEMA: KEMA celebrates with members during joyous occasions and sympathizes with members during sad occasions. Keeping up with such statewide membership activity could be costly and very time consuming. Therefore, the following policy and procedures has been adopted by the Board of Directors. Only the following expenditures will be considered.

13.1.1. Death – Member, Spouse, Children

- Send plant and card – maximum \$50 excluding tax and delivery, or
- If a memorial is established or recommend by the family, a memorial contribution of a maximum of \$50 and a card will be sent. Memorial takes precedence over plant.

13.1.2 For the death of a parent or sibling, a card only will be sent.

13.1.3. Retirement – Member Only

- Send card

13.1.4. Illness (in hospital for three (3) days or more/serious illness) – Member and Spouse

- Send card

- 13.2. Responsibilities: KEMA member will notify the Regional Area Vice President of special occasion. The Regional Area Vice President will notify the KEMA Board of the special occasion, and the KEMA Treasurer will take the appropriate action as listed above.

Section 14 – KEMA Travel Policy:

14.1 KEMA Travel Policy

AUTHORIZATION TO TRAVEL

All KEMA related travel must be approved in advance by the KEMA Board. Any other out of town trips requiring an overnight stay must be approved in advance according to KEMA policy.

14.1.2 USE OF PERSONAL AUTOMOBILE

From time to time, it may be necessary for you to utilize your vehicle for pre-authorized KEMA business. You may claim at the State of Kansas rate cents per mile as mileage reimbursement.

14.1.3 AIR FARE

Airline tickets should be booked in advance in order to take advantage of any discounts. Please bear in mind that discount fares do not allow changes, so you must be able to make a commitment to the travel dates and change them only under extraordinary circumstances. Travel and accommodations members with marketing KEMA related activities must be coordinated by the KEMA Board. All air travel must be coach class.

14.1.4 AUTOMOBILE RENTAL

Auto rental requires the prior approval of KEMA Board. In general, auto rentals will be approved for a group traveling together.

14.1.4.1 TAXI AND OTHER TRANSPORTATION COSTS

Please utilize shuttle/hotel bus service whenever possible. When traveling in groups taxis may be economical. When traveling to and from your local airport, choose between long-term parking or a taxi based on whichever is the most economical for the company. Obtain receipts whenever possible and include them with your expense statement.

14.1.5 HOTEL

Hotel accommodations for KEMA activities should be arranged for the individual attending. For other KEMA trips choose hotels convenient to the KEMA interest organizations activities. The government approved lodging per diem rate for the State of Kansas within the State and the lowest possible cost when outside of the state that pertains to your KEMA Travel. If necessary, you can still stay in a hotel that charges a higher rate than the government lodging per diem. Hotel rates in excess of \$110.00 per night must be pre-authorized by KEMA Board depending on the type of travel. Movies, room service, shoe shine, etc. is considered incidental expenses and must be covered by the Individual.

14.1.6 PER DIEM MEAL REIMBURSEMENT:

KEMA will reimburse to the State of Kansas Per Diem allowance for the existing calendar year **All travel must be accompanied with receipts for the travel to be reimbursed, no receipts will result in no reimbursement from the KEMA organization.**

14.2 KEMA Selection Policy

The KEMA Board will have the right to authorize travel or attendance in activities that KEMA will have a vested interest in strengthening the ability to maintain exposure or professionalism of its association and members. This too is including but not limited to, annual conference, national conference, and trips to work with legislators whether National or State. The KEMA Board will be responsible of selecting members from the association to attend such travel. Representation of the KEMA organization will be a voted process from the Board, to select KEMA members from the KEMA regions within the State of Kansas that best represents the KEMA organization's interest. In the instance that the Board cannot meet prior to authorization of the attendance a simple vote via email will suffice this process with the Presidents acknowledgement.

15.1 Kansas Emergency Management Association Logo policy

Committees and projects of the Kansas Emergency Management Association (KEMA) organization are free to use the KEMA copy righted logo by any member of the Association, Partner or Emergency Management agency in Kansas, provided the following guidelines are considered:

- The logo and text should be used together, whenever possible.
- The typeface shall not be altered or replaced with another.
- The proportions of logo and text shall be retained.
- It is understood that certain design opportunities necessitate the use of the logo without the text.
- Decoration of the logo is not acceptable

15.1.2 Acceptable External Use

Entities associated with the organization or annual conference are welcome to use the organization, as appropriate, to promote their events and/or describe their activities.

Individuals may use the logos to acknowledge their membership in the organization and/or their participation in a sponsored event.

It is also acceptable to grant permission by the KEMA Board to third parties, such as news organizations.

15.1.3 Prohibited Use

It is our policy that the KEMA organization logo be used without modification and in an appropriate manner. Examples of prohibited use include, but are not limited to, the following:

- Any implication of endorsement by the organization or its activities;
- Commercial uses (placement of the logo on product packaging) other than the Boards approval;
- An individual's use of the logo for purposes other than acknowledging membership or participation in our activities;
- Combination of the organization or annual conference logo with another logo.

15.1.3 Requests for Use outside Described Scope

Requests for use of the name or logos which fall outside the scope of this policy, or proposed variations on the logo design are to be brought to the attention of the KEMA President then discussed at the next KEMA Board meeting.

16.1 KEMA Briefing policy:

Policy on Briefing of the KEMA Board.

It will be the responsibility of each committee chair person and or his/her designee to provide to the KEMA Board prior to a regular scheduled board meeting a briefing report that will become an official record of the KEMA minutes. This Briefing report will be made available to the KEMA Board for review before the committee person presents their information. This briefing report will be due at least 15 days prior to a regular schedule board meeting to allow Board members the chance to review the information. The following template shall be used.

See attached Form:

KEMA Board Committee Report

It is the responsibility of each Committee Chair to submit this report to the KEMA Secretary a minimum of fifteen (15) days prior to each KEMA Board meeting.

Date	Prepared By	Committee
<i>2/1/12</i>	<i>Chuck Magaha</i>	<i>Policy and By-laws</i>

Committee Update

To discuss the scholarship policy for review

Committee Requests for Assistance

- *Let the committee know if we are headed in the right direction of what you want as a board.*

Background Information

The Board two years ago started the KEMA scholarship for the continued or new college education for betterment in the Emergency Management field. Several options

have been looked at with this process. In a conference call last year with IEAM their scholarship committee members stated that they were not in favor of placing Kansas funds into a separate account to provide to Kansas applicants. It was suggested to place our collected funds into IAEM's account and Kansas applicants would be given a priority when the selection was taking place.

Additional Options

- *Go with the policy that has been proposed with the boards recommendation of changes*
- *Wait to see what the IAEM can offer.*

Impacts

<p><u>Fiscal:</u></p> <ul style="list-style-type: none">• <i>No fiscal cost to KEMA just keeping paperwork straight</i>	<p><u>Political:</u></p> <ul style="list-style-type: none">• <i>This would be in the best interest of KEMA to keep all of the regions involved with good representation from the membership in the selection process.</i>

The rest of this section will be completed by the KEMA Secretary for official record.

Board Commentary

- *Insert highlights from Board discussion here.*

Board Decision

- *Insert what action the Board decides to take.*
- *Insert Name motions to accept decision.*
- *Insert Name motions to second decision with all approving.*

Board Follow-up

- *Insert what actions, if any, must be taken by the Board and who is taking that responsibility*