

AAEM IHE Caucus Bylaws

Mission

The mission of the Institutions of Higher Education Caucus (IHE Caucus) within the Alabama Association of Emergency Managers (AAEM) is to provide emergency managers and/or college officials with emergency management responsibilities a voice and representation within AAEM, to encourage the advancement of emergency management and a culture of resiliency and safety within its respective institutions, and to provide a means for collaboration and cooperation with county and state emergency management officials.

Membership is open to anyone affiliated with an IHE in Alabama, and who is a current member in good standing of AAEM. Membership shall follow AAEM guidelines.

Caucus Leadership

Leadership terms shall be for one (1) year, with the chair-elect serving two successive terms. Elections will be held in correlation with AAEM summer conference. Nominations for the respective positions shall be submitted to the chair no later than 30 days prior to the summer conference. Board members will be selected and voted on by members present at an annual-in-person meeting. The meeting, including the slate of officers must be announced at least 30 days in advance of the meeting.

1). Officers

- a. Chair
- b. Chair-elect
- c. Secretary
- d. Immediate Past Chair

2). **Divisional Representatives** – Divisional representatives should come from caucus members. Efforts should be made to maintain diversity among public, private, universities, and colleges. Divisional representatives shall fill one (1) year term. (Appendix A: Division Map)

- a. EMA Division A
- b. EMA Division B
- c. EMA Division C
- d. EMA Division D
- e. EMA Division E
- f. EMA Division F
- g. EMA Division G
- h. IHE within Alabama that offers a certificate or degree program in Emergency Management

3). **Workgroups** – The chair may establish ad hoc work groups to address specific issues. Membership to an ad hoc workgroup may include any individual who has the knowledge, skills and abilities deemed appropriate for the task assigned. Any workgroup established will be facilitated by an AAEM IHE member in good standing.

The IHE Caucus leadership shall meet in person a minimum of once per year at the AAEM annual conference. Additional meetings, whether in person or virtually, may be called by the chair as necessary, and shall be announced to membership. To further the advancement of caucus goals, the AAEM Board may hold quarterly meetings which can be virtual meetings, whether by internet, teleconference, or other arrangement as deemed by the chair. Caucus leadership meetings are open to the caucus membership and will be publicized to the membership a minimum of 48 hours prior to the meeting to allow interested individuals to attend.

The IHE leadership can bring a topic forward for general membership voting. Official business may be conducted at any publicized, scheduled membership meeting. To conduct official business, a quorum must be established. A quorum is defined as at least eight institutions who are AAEM IHE members in good standing. A simple majority vote is required to approve official business.

Goals

1. To promote the importance of developing comprehensive emergency management for all Alabama colleges and universities
2. To facilitate networking and collaboration among college and university employees tasked with emergency management oversight for their respective institution
3. To promote the inclusion of college and university emergency management practitioners into the greater emergency management community (local, state, tribal, and federal)
4. To promote professionalism and professional development of college and university practitioners and programs
5. To facilitate awareness of current and proposed legislative and regulatory issues in emergency management and its potential effects on colleges and universities.
6. To Liaison with AAEM on common issues and concerns.

Adopted June 11, 2019

Appendix A: AEM Division Map

