

BYLAWS

of

InterAgency Board for Emergency Preparedness and Response



Version 1.1

Adopted: 7/26/2017

Summary of Changes

Version	Date	Changes
1.0	12/07/17	Original Document
1.1	TBD	Change Organization name in Article 1 and Title Page; Clarification of requirement for years of service when a Deputy Chair succeeds a Chair, Article III A and B; Correction to specify that a Deputy Chair must be an actively serving member of a state or local emergency response organization, Article III B; Clarification of appointed vs elected committee chairs in Article IV C.

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Article I: Purpose

The InterAgency Board for Emergency Preparedness and Response (IAB) is a voluntary collaborative of emergency preparedness and response practitioners from a wide array of professional disciplines that represent all levels of government and the private sector. It provides a structured forum for the exchange of ideas among operational, technical, and support organizations to improve national preparedness and promote interoperability and compatibility among local, state, tribal and federal response communities.

Article II: Membership

Membership in the IAB is granted pursuant to the Membership Policy maintained by the IAB Executive Committee. Any IAB member in good standing (i.e., participating in accordance with applicable IAB policies and procedures established by the Executive Committee) is eligible to vote in the election of Officers as described in Article III below.

Article III: Officers

A. IAB Chair

The IAB Chair is the Board Chair and Chief Executive Officer of the Organization. In order to serve as Chair, a member must:

- be an actively serving member of a state or local emergency response organization;
- have served as a Member of the IAB for four (4) consecutive years, except that if a serving Deputy Chair is required to succeed the Chair because of incapacity or resignation, this requirement is waived; and
- obtain written approval from his/her organization to serve as Chair, acknowledging the responsibility and time commitment inherent in the position.

The Chair presides over all meetings of the full IAB, and is responsible for the IAB's administration and execution of its work.

B. IAB Deputy Chair(s)

The IAB Chair is assisted by a minimum of one Deputy Chair (the "First Deputy Chair). Positions for additional Deputy Chairs, (the "Second Deputy Chair", "Third Deputy Chair", etc.) may be added or removed at the sole discretion of the Executive Committee, except that if a position is removed while a person is serving in that position, the vote to authorize the removal will be considered a removal of officer under Section E of this Article. The Deputy Chairs are Officers of the IAB, and act as the designee for the IAB Chair as directed by the Chair. In the event the Chair is

unable to fulfill required duties, the most senior Deputy Chair (starting with First Deputy, then Second Deputy, etc.) will assume duties of the Chair, preside over meetings that the Chair is unable to attend, and make administrative decisions in the absence of the Chair.

In order to serve as a Deputy Chair, a member must:

- be an actively serving member of a state or local emergency response organization;
- have served as a Member of the IAB for three (3) consecutive years; and
- obtain written approval from his/her organization to serve as a Deputy Chair, acknowledging the responsibility and time commitment inherent in the position.

C. Term of Service

Officers shall serve for a term of two (2) years. The terms of the Chair and Deputy Chair(s) shall be offset to ensure maximum continuity. The frequency of elections and term offset shall be defined in the IAB Election Policy. There shall be no limit on the number of terms served as long as the individual is elected as specified herein.

D. Election of Officers

Officers shall be elected by a plurality of the Members voting in any election. Candidates for any Officer position shall be identified to the membership at least thirty (30) days prior to the election. Elections shall be held as part of a scheduled full meeting of the IAB. Proxies and voting via email or other electronic means are permitted. Subject to the restrictions in this Article III, the Executive Committee may establish a policy to govern the nomination and election process.

E. Removal of Officers

Any officer may be removed, with or without cause, by a vote of more than two-thirds (2/3) of the serving members of the Executive Committee. In the event of a removal vote, the subject of the vote shall be automatically recused from the vote and a response (or abstention) must be obtained from every serving Executive Committee member, either in person or via email.

Article IV: Committees and SubGroups

A. Executive Committee

1) Authority

The Executive Committee shall function as the Board of Directors for the IAB, and shall have final authority on all IAB operational and administrative matters.

2) Composition

The Executive Committee shall include all IAB Officers described in Article III above. In addition, the Chair or Co-Chairs of any standing committee or IAB SubGroup established by the Executive Committee shall be ex officio members of the Executive Committee. A maximum of two (2) Co-Chairs from any single standing committee or SubGroup will be included.

B. SubGroups

The Executive Committee shall have the authority to establish, oversee, and disband IAB SubGroups. SubGroups are the major operational components of the IAB, and will be tasked in major functional and administrative areas. The Executive Committee will be responsible for the assignment of Members to SubGroups.

Each IAB SubGroup shall have one Co-Chair from a state or local government, and a second Co-Chair from a Federal Government department or agency. SubGroup Co-Chairs shall be elected by the Members assigned to that SubGroup. In order to serve as a SubGroup Co-Chair, an individual shall have served least 1 year as a voting Member of the IAB. The Co-Chairs shall become ex officio members of the Executive Committee.

C. Standing Committees

The Executive Committee shall have the authority to establish, oversee, and disband such Standing Committees as are necessary to conduct IAB operations. When a Standing Committee is established or disbanded, it shall be so noted in the minutes of the Executive Committee. The Chair or Co-Chairs (maximum of two per Standing Committee) may be appointed by the Executive Committee or (at the discretion of the Executive Committee) elected by the committee members, and shall become ex officio members of the Executive Committee.

Article V: Amendment of ByLaws

These ByLaws may be amended, altered or repealed, and new bylaws made by the affirmative vote of eighty percent (80%) of the Members of the IAB at the time such action is proposed. Email or other electronic means of voting are permitted for such actions.