



# WSEMA

Washington State Emergency Management Association

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# Standard Operating Procedures

WSEMA Executive Board and Committees

April 2022

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## SECTION 1: PURPOSE, VISION AND MISSION

This document is intended to serve as standard operating guide to the management of the Washington State Emergency Management Association (WSEMA) Executive Board and Committees. It is not intended to replace the *Constitution* or the *Bylaws* of the organization, but rather to supplement the knowledge of the President and other Executive Board members, Committee Chairs, and Committees tasked with oversight of this volunteer-led association.

As such, the success and viability of WSEMA is dependent upon the active engagement and level of effort put forth by its leadership, members, and stakeholders. This document seeks to support that engagement by establishing policies and procedures for conducting Association business.

This document is subject to an annual review of the WSEMA Executive Board for recommended changes, edits, and updates.

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### VISION

WSEMA is the recognized partner, expert, and advocate for excellence in emergency management throughout Washington State.

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### MISSION

To work in partnership to promote, support and advocate for emergency management throughout Washington State.

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### NON-DISCRIMINATION POLICY

It is the policy of WSEMA that all Association events and activities will be conducted in a professional environment free from unlawful harassment, discrimination, retaliation, and other forms of inappropriate and/or offensive conduct on the basis of race, color, national origin, religion, age, gender identity, or disability.

## SECTION 2: WSEMA EXECUTIVE BOARD

### 2.A – STRUCTURE OF EXECUTIVE BOARD

The WSEMA Executive Board (E-Board) is comprised of ten officers. These officers are:

- President
- President-Elect
- Immediate Past President
- Secretary
- Treasurer
- East-Side Liaison
- West-Side Liaison
- Tribal Liaison
- Public Sector At-Large Representative
- Private Sector At-Large Representative

### 2.B - DUTIES OF THE EXECUTIVE BOARD

The WSEMA Executive Board is responsible for:

- Management and oversight of the interests of the Association, including, but not limited to: compliance with Chapter 24.03A RCW – Washington Nonprofit Corporation Act; development and implementation of strategic goals and initiatives; and participation on State-level Councils and Committees, as appropriate and appointed.
- Conduct and attend monthly E-Board and Quarterly General Membership Meetings
- Development and approval of annual Association Budget
- Oversight and administration of the Association’s Scholarship Fund
- Actively work to recruit, build, and sustain Association membership

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### ROLES AND RESPONSIBILITIES OF E-BOARD OFFICERS

These responsibilities identified are task lists which must be completed. However, tasks may be assigned or delegated based on expertise/ability with E-Board approval. The Board Officer retains oversight of the function/task and is responsible for ensuring the tasks are completed.

#### i. President

- Executive Board Responsibilities
  - Voting Member of the Executive Board

- Facilitation of the Executive Board Meetings & Sets Monthly Dates
- Sets annual work plan for the Executive Board
- Develops and supports Strategic Goals for WSEMA in coordination with the Strategic Planning Committee
- Manages and oversees election cycles and ballots
- Supports all Committee Outcomes
- Communications
  - Communicate with the Membership at least Monthly, or as appropriate
  - Maintain open and consistent communication with WSEMA Executive Board Members
  - Acts as Emcee for Annual Conference
  - Media Liaison (or designee), as necessary and appropriate
- External WSEMA Representation
  - Represents WSEMA at partner/stakeholder conferences, meetings, and events, as necessary and appropriate
  - Represents WSEMA as an appointed member of the Emergency Management Council (EMC)
- General Membership Meetings
  - Schedule, set agendas, and conduct Quarterly General Membership Meetings

## ii. President Elect

- Executive Board Responsibilities
  - Voting Member of the Executive Board
  - Fulfill roles of Current President in their absence or by request
  - Encourage, observe, and support the President
  - Support the management of election cycle & ballots
  - Act as Liaison to Strategic Committee (when active)
- Communications
  - Communicate with the Membership, as directed by the President
  - Communicate with WSEMA Executive Board Members (in the absence of or as directed by the President)
  - Assist with Emcee responsibilities at Annual conference
- General Membership Meetings
  - Attend all regularly scheduled General Membership Meetings

## iii. Immediate Past President

- Executive Board Responsibilities

- Non-Voting Member of the Executive Board
- Provide support to continuity of the Executive Board
- Serve as resource to the President
- Support the management of election cycle & ballots
- Serve as a back-up to the Treasurer
- Support the Treasurer with membership tracking
- Act as Liaison to, and actively participate with the Legislative Committee
- Act as Parliamentarian for E-Board and General Membership Meetings, as necessary
- Communications
  - Communicate with WSEMA Executive Board as appropriate
  - Communicate with General Membership as directed by President
- General Membership Meetings
  - Attend all regularly scheduled General Membership Meetings
- External WSEMA Representation
  - Serve as Alternate to President of Emergency Management Council (EMC)
  - May serve in additional capacities at the request of the WSEMA President

#### iv. Secretary

- Executive Board Responsibilities
  - Voting Member of the Executive Board
  - Assist President with development of E-Board Meeting Agendas and distribute to Board Officers
  - Provide task summaries from the monthly Executive Board meeting to the Executive Board and Committee Chairs
  - Draft meeting Minutes for Executive Board meetings and distribute to Board prior to next meeting
  - Ensure approved Minutes and supporting documents from monthly Executive Board meetings are posted to the website
  - Act as Liaison to Membership Outreach and Engagement Committee regarding the Website and social media
  - Support the management of the WSEMA website
  - Assist Treasurer in maintaining RCW 24.03A compliance measures
- Communications
  - Communicate with WSEMA Executive Board, as appropriate
  - Communicate with General Membership as directed by President
- General Membership Meetings
  - Attend all regularly scheduled General Membership Meetings



- Draft General Membership Meeting Minutes and ensure they are posted to website
- External WSEMA Representation
  - May serve at the request of the WSEMA President for additional assignments

v. Treasurer

- Executive Board Responsibilities
  - Voting Member of the Executive Board
  - Ensure compliance with RCW 24.03A, including, but not limited to: following established financial procedures; maintaining financial records of Association; document all income and expenditures; ensure currency of Association insurance coverage
  - Provide Monthly Itemized Budget Summary for inclusion in E-Board Meeting Minutes
  - Maintain data base of membership and provides report on membership to Executive Board
  - Provision of verification of Membership, on request
  - Develop Annual Budget for the Association (November)
  - Provide Recommendation on Annual Membership Dues rate
  - Coordinate and monitor collection of membership dues
- Scholarship Fund
  - Maintain records of applications and disbursements
  - Liaison with the Scholarship Committee and distribute funds
  - Ensure tax reporting, as appropriate
- Communications
  - Communicate with WSEMA Executive Board, as appropriate
  - Communicate with General Membership as directed by President
- General Membership Meetings
  - Attend all regularly scheduled General Membership Meetings
  - Be prepared to answer Member questions regarding Association financial management
- External WSEMA Representation
  - May serve at the request of the WSEMA President for additional assignments

vi. East/West Liaison(s)

- Executive Board Responsibilities
  - Voting Member of the Executive Board

- Liaison to Membership Outreach and Engagement Committee regarding East/West side interests
- Provide monthly report to the Executive Board
- Act as Annual Conference Chair in alternating years, dependent upon conference location
- Communications
  - Communicate with WSEMA Executive Board, as appropriate
  - In coordination with the President, maintain regular, consistent, and open communications with constituent Membership
  - Relay comments/concerns/input received from constituents to E-Board
- General Membership Meetings
  - Attend all regularly scheduled General Membership Meetings
- External WSEMA Representation
  - May serve at the request of the WSEMA President for additional assignments

#### vii. Tribal Liaison

- Executive Board Responsibilities
  - Voting Member of the Executive Board
  - Coordinate with Tribes/ Nations in WA
  - Liaison to WSEMA Committees regarding Tribal interests, as necessary and appropriate
  - Ensure WSEMA initiatives include Tribal perspective
  - Provide monthly report to the Executive Board
- Communications
  - Communicate with WSEMA Executive Board, as appropriate
  - Maintain regular, consistent, and open communications with Tribal Nations
  - Relay comments/concerns/input received from Nations to E-Board
- General Membership Meetings
  - Attend all regularly scheduled General Membership Meetings
- External WSEMA Representation
  - May serve at the request of the WSEMA President for additional assignments

#### viii. Public Sector At-Large Representative

- Executive Board Responsibilities
  - Voting Member of the Executive Board
  - Liaison to WSEMA Committees regarding Public Sector Interest, as necessary and appropriate

- Conduct outreach among Washington Public Sector Agencies
- Coordinate with Public Sector Associations on behalf of WSEMA
- Coordinate management of WSEMA Facebook and Twitter platforms
- Provide a monthly report to the Executive Board
- Communications
  - Communicate with WSEMA Executive Board, as appropriate
  - In coordination with the President, maintain regular, consistent, and open communications with constituent Membership
  - Relay comments/concerns/input received from constituents to E-Board
- General Membership Meetings
  - Attend all regularly scheduled General Membership Meetings
- External WSEMA Representation
  - May serve at the request of the WSEMA President for additional assignments

ix. Private Sector At-Large Representative

- Executive Board Responsibilities
  - Voting Member of the Executive Board
  - Liaison to WSEMA Committees regarding Public Sector Interest, as necessary and appropriate
  - Conduct outreach among Washington Private Sector Businesses and Organizations
  - Coordinate with Private Sector Associations on behalf of WSEMA
  - Provide a monthly report to the Executive Board
- Communications
  - Communicate with WSEMA Executive Board, as appropriate
  - In coordination with the President, maintain regular, consistent, and open communications with constituent Membership
  - Relay comments/concerns/input received from constituents to E-Board
- General Membership Meetings
  - Attend all regularly scheduled General Membership Meetings
- External WSEMA Representation
  - May serve at the request of the WSEMA President for additional assignments

## SECTION 3: ASSOCIATION ADMINISTRATION

### 3.A – ADMINISTRATIVE MANAGEMENT

As an entirely volunteer-led and managed organization, the responsibility for Administrative Management of the Washington State Emergency Management Association (WSEMA) falls to the Executive Board. It is expected and required that all WSEMA E-Board Officers act in good faith with the best interests of the Association in mind, adhering to sound business practices, in compliance with RCW 24.03A.

### 3.B – FISCAL MANAGEMENT

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#### GENERAL FISCAL POLICIES

It is the policy of the Association to:

- Adhere to sound fiscal practices and administer its affairs in a prudent manner
- Maintain adequate and appropriate records for the receipt and expenditure of all funds
- Verify that all financial records are maintained, and fiscal guidelines are followed; including an Annual Budget Report to the General Membership, and submission of reports and documentation to the Office of the WA Secretary of State, as required
- Officers and agents of WSEMA are entitled to reimbursement for expenses incurred on behalf of the Association only under the following conditions:
  - i. The individual is authorized to make the expenditure;
  - ii. The expenditure is within annual budgeted levels for the applicable line item;
  - iii. The request is eligible under the policies and procedures of the Association; and
  - iv. There are sufficient funds to cover the expense.
- Maintain and adhere to a January 1 through December 31 fiscal year

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#### BUDGET

WSEMA shall develop, approve, and adhere to an annual budget that shall be adopted by the E-Board at the November E-Board regularly scheduled meeting. The E-Board has the authority to shift funds within the adopted budget.

A draft budget shall be developed by the Treasurer and include, but not be limited to, all anticipated revenues and expenses, such as membership dues, conference fees, and any

contract expenses. The draft budget will be presented to the Membership during the General Membership meeting occurring at the Annual Conference in September.

It is the responsibility of the Treasurer to ensure the Association is adhering to the adopted budget and Association funds are managed prudently.

### 3.C - COMMUNICATIONS

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#### GENERAL

Only the WSEMA E-Board are authorized to communicate on behalf of the Association, using identified Association platforms. Records of Association correspondence and other communications must be retained in compliance with RCW 24.03A.

#### MEETING MINUTES

Accurate minutes of all WSEMA meetings, E-Board and General Membership, shall be made and retained. These records shall be available on the WSEMA website and upon Member request. The WSEMA Secretary is responsible for the accuracy of meeting minutes and the E-Board shall approve all minutes with corrections. Minutes shall include attendees, major discussion points, motions made, and votes taken.

The Secretary shall ensure that all official records are passed to his/her successor upon expiration of his/her term of office.

#### SOCIAL MEDIA PLATFORMS

Management and upkeep of WSEMA's social media presence is a shared responsibility among all WSEMA E-Board Officers and Committee Chairs.

- i. WSEMA website: [www.wsema.com](http://www.wsema.com) (Wordpress)
- ii. Facebook Page: [www.facebook.com/WAStateEMA](http://www.facebook.com/WAStateEMA)
- iii. Twitter: <http://twitter.com/WAStateEMA>

Passwords, licensing, and administrative information for the platforms is maintained separately from this document.

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## COMMUNICATION STRATEGY

It is essential that consistent, transparent communication occurs both between the E-Board and the Membership, and between WSEMA and the larger Emergency Management community in Washington State.

To facilitate this, the following guidelines are recommended:

- Monthly Email Updates sent by the WSEMA President to Active Members, including, but not limited to:
  - WSEMA activities
  - Issues of importance to Emergency Management
  - Links to current NEMA/IAEM items of interest
  - Training and job opportunities
- Maintain current postings on WSEMA website pages:
  - E-Board and General Membership Meeting Minutes
  - Committee Information (Chair, roster, and summaries of activities)
  - Job Openings (as submitted by Members)
  - Ensure link to Member Registration/renewal is functional
  - Blog posts from E-Board Officers
- Social Media
  - Ensure Facebook and Twitter posts are current, timely, and topical
  - Monitor for comments, questions, etc. and respond as appropriate, and/or forward to relevant persons
  - Share information from President's emails and links to website

## SECTION 4: COMMITTEES

To conduct Association business, provide opportunity for Member engagement, and further the interests of the Association, WSEMA relies on Standing Committees, Ad Hoc Committees, and Task Forces.

Standing Committees are bodies with an on-going, operational function, and are appointed to manage a specific function for the Association. Ad Hoc Committees are formed to complete a specific assignment; they function for a limited time, then are dissolved. A Task Force is a group identified and formed to address a specific issue or problem; similar to an Ad Hoc Committee, they are of limited duration and highly focused.

WSEMA maintains five (5) Standing Committees and activates one (1) Ad Hoc Committee on a regular basis. These Committees are:

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## BYLAWS

The Bylaws Committee reviews the Association *Bylaws*, accepts amendment proposals from Members, and makes recommendations for revisions to the E-Board. The Committee ensures policy and procedures are consistent with the Bylaws, and monitors Association activities to verify adherence.

The responsibilities of the Bylaws Committee Chair include, but are not limited to:

- Non-voting member of the E-Board
- Coordinate activities of the Committee with the directions of the E-Board
- Submit a monthly, written report of Committee activities to the E-Board
- Attend all General Membership meetings, and E-Board meetings as requested
- Provide Committee information and updates to be shared on Social Media platforms and the WSEMA website
- Ensure Committee continuity through active mentoring and development of committee leadership

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## CONFERENCE

The Conference Committee plans, coordinates, and develops the program for the WSEMA Annual Conference. The Committee is responsible for all aspects of conference planning, including theme, schedule, recruitment of speakers, etc. The East and West-Side Representatives will function as Co-Chairs of the Committee. The Conference Committee will stand up sub-committees as necessary and appropriate to support conference planning and conduct.

The responsibilities of the Conference Co-Chairs include, but are not limited to:

- Identify roles and recruit for Conference Committee Members
- Review feedback from past conferences and set goals for future conferences
- In coordination with the E-Board, develop Conference Budget and make recommendation for Conference fees
- Negotiate and execute contract with venue site
- Provide Conference information and updates to be shared on Social Media platforms and the WSEMA website
- Maintain clear communication with the E-Board and request assistance as necessary

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## LEGISLATIVE

The Legislative Committee monitors the activities of the Washington State Legislature, identifies proposed legislation which may impact Emergency Management programming or may set a precedent for future legal implications, solicits opinions, and develops recommendations for WSEMA's response. The Committee also advances the legislative and regulatory interests of WSEMA through coordination with WSEMA Members, and pro-active engagement with Legislators, State Agencies, and partner Associations and organizations.

The responsibilities of the Legislative Committee Chair include, but are not limited to:

- Non-voting member of the E-Board
- Plans, organizes, and conducts the "WSEMA Day at the Capitol"
- Coordinate activities of the Committee with the directions of the E-Board
- Submit a monthly, written report of Committee activities to the E-Board
- Attend all General Membership meetings, and E-Board meetings as requested
- Provide Committee information and updates to be shared on Social Media platforms and the WSEMA website
- Ensure Committee continuity through active mentoring and development of committee leadership

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## MEMBERSHIP

The Membership Committee is responsible for monitoring and analyzing membership trends, developing membership recruitment/retention campaigns and materials, and providing recommendations for implementation to the E-Board. In coordination with the Private and Public Sector Representatives, review the Membership roster on an annual basis to identify sectors, industries, etc. not currently represented.

The responsibilities of the Membership Committee Chair include, but are not limited to:

- Non-voting member of the E-Board
- Coordinate activities of the Committee with the directions of the E-Board
- Determine campaign funding needs and submit a budget request to the E-Board
- Submit a monthly, written report of Committee activities to the E-Board
- Attend all General Membership meetings, and E-Board meetings as requested
- Provide Committee information and updates to be shared on Social Media platforms and the WSEMA website



- Ensure Committee continuity through active mentoring and development of committee leadership

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## STRATEGIC PLANNING

The Strategic Planning Committee functions to support the identification of methods for continual improvement and management of the Association's long-term goals and objectives.

When activated, the Strategic Planning Ad Hoc Committee will conduct a SWOT (Strength-Weakness-Opportunity-Threat) analysis, accepting data from the Membership as well as the E-Board; identify Goals, Objectives, and Tasks to formulate a workplan to achieve key results and outcomes; present the workplan to the Membership.

The responsibilities of the Strategic Planning Committee Chair include, but are not limited to:

- Coordinate activities of the Committee with the directions of the E-Board
- Conduct data collection and research activities to support planning objectives
- Submit a monthly, written report of Committee activities to the E-Board
- Attend all General Membership meetings, and E-Board meetings as requested
- Provide Committee information and updates to be shared on Social Media platforms and the WSEMA website
- Ensure Committee continuity through active mentoring and development of committee leadership

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## SCHOLARSHIP

The WSEMA Scholarship program is currently under revision. This Section will be updated as necessary following completion of the revision process.

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## DETERMINATION OF COMMITTEE CHAIRS & TERM LIMITS

It is highly recommended that other than on the Conference Committee, E-Board Officers do not serve as Committee Chairs, rather they act as Liaisons and provide support to the Committees.

Committee Chairs are expected to serve for a minimum of one year (1 year) and no more than four years (4 years) consecutively.

Committee Chairs are nominated by the Committee and determined by simple majority vote of the Committee. Once voted in, the Committee Chair will communicate to the E-Board Liaison of the update.

In situations where a committee has been inactive, or a new Committee is being stood up, the WSEMA E-Board will appoint a Chair for the Committee. Once the Committee is established, the above policies apply.

## SECTION 5: ELECTIONS & VOTING

### 5.A - ELECTIONS

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#### GENERAL

Elections will be conducted in-person at the General Membership Meeting held in conjunction with the WSEMA Annual Conference, as described in the *WSEMA Bylaws*, unless extraordinary circumstances preclude a conference from occurring. In such cases, elections will be held following the “Electronic Voting” protocols delineated in the *WSEMA Bylaws*.

- President-Elect is elected every year
- Eastside and Westside Representatives, Secretary, and Tribal Liaison are elected every odd numbered year
- Treasurer, Public Sector Member-at-Large, and Private Sector Member-at-Large are elected every even numbered year

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#### NOMINATIONS

Not less than 30 days before the General Membership Meeting, the WSEMA President shall open nominations for open Board positions. Candidates may nominate themselves or be nominated by another WSEMA member. Candidates for Board positions must be Active WSEMA Members, as defined in the *WSEMA Constitution*.

Nominations shall be made to the President via email, telephone, or in-person. The President, with the assistance of the Past President, will confirm each nominee is eligible to serve and accepts their nomination. The President, with the assistance of the Past President, will prepare paper ballots for in-person voting.

During the General Membership Meeting, a call for nominations from the floor will be made prior to commencement of voting, per *Roberts’ Rules of Order*. Individuals nominated from the floor must be present to accept the nomination and be an Active WSEMA Member prior to their nomination. Member dues and registrations will not be accepted at the time of the meeting.

## 5.B - VOTING

### GENERAL

To ensure only current, Active Members receive a ballot, Board Members should be prepared to check Member status as attendees sign-in at the General Membership Meeting. Paper ballots will be provided to each Active Member in attendance.

Once the call for nominations from the floor has been completed, voting can take place. Members shall mark their ballots and turn them into the Past President for tabulation. With the assistance of either the Secretary (even year) or the Treasurer (odd year), the Past President will count and record the results and provide them to the President for announcement.

- Successful candidate is determined by simple majority of voted ballots
- In the event of no majority/tie, the tie-breaking procedures described in the *WSEMA Bylaws, Article V - Elections* shall be followed.
- Election results shall be read into the Meeting Minutes

### BALLOT HANDLING

Voted ballots are part of the Association's permanent records and must be treated as such. Following each election, voted ballots will be scanned, along with the Meeting Sign-in sheet, and a copy of the Meeting Minutes, and retained in the Association's digital record storage platform.

The hard-copy ballots will be retained for one (1) year and then destroyed.

## SECTION 6: MAINTENANCE OF PROCEDURES

Maintenance of these *Procedures* is the shared responsibility of the WSEMA Executive Board. They shall be reviewed once annually and revised as necessary. Revisions and amendments may be made by the Board and are not subject to a vote by the general membership.

The current version shall be posted to the WSEMA website and be provided to Members on request.