

IAEM Uniformed Services Caucus Charter

6 June 2009

Purpose

The Uniformed Services Caucus of the International Association of Emergency Managers (IAEM) serves under the authority of the IAEM By-Laws and at the pleasure of the IAEM Board of Directors. This charter provides guidance to the Caucus membership and other interested parties to the mission, membership and processes of that Caucus. It will be reviewed annually.

Mission

The Uniformed Services Caucus (herein referred to as “the Caucus”) is one of the IAEM-USA Caucuses under the IAEM Board’s Committee structure. The mission of the Caucus is to:

- Foster mentorship and professional development among IAEM Uniform Services members
- Enhance communication and sharing of best-practices between uniformed services emergency managers
- Provide advocacy to IAEM leadership of uniformed services emergency management issues
- Increase interest, visibility, and affiliation of IAEM among the uniformed services

Membership and Organization

Membership is comprised of 16 organizations, listed below on the membership chart. Individuals (primary and an alternate) representing each organization will be nominated in writing by a senior officer (O6 or higher) and come from the lead EM agency of the organization. All individuals nominated must be IAEM members and in the active, guard, reserve, DOD contractor, auxiliary or civil service. Former Chairpersons will serve as de facto (non-voting) members of the Caucus. Organizations are encouraged to appoint CEMs ®.

Member Organization	Lead Agency
US Army	G3 Headquarters, U.S. Army
US Army Reserve	
US Air Force	HQ USAF/A7CXR, Office of the Civil Engineer, Readiness and Emergency Management Directorate
US Air Force Reserve	
US Air Force Auxiliary, Civil Air Patrol	HQ CAP/DO, Deputy Director of Operations or HQ CAP/MD, Director of Missions
US Navy	Commander, Navy Installation Command/N37
US Navy Reserve	
US Marine Corps	
US Marine Corp Reserve	
US Coast Guard	Chief of Incident Management and Preparedness, HQs United States Coast Guard
US Coast Guard Auxiliary	Chief of Incident Management and Preparedness, HQs United States Coast Guard

Army National Guard	
Air National Guard	HQ Air National Guard, USAF
US Public Health Service	ASPR/OPEO
USNORTHCOM	HQ ARNORTH/5 th Army
NOAA	
Former Chairperson	

Subcommittees

Within the Caucus, subcommittees will be established to support mission objectives and initiatives. These will include organizational and initiative subcommittees. Organizational subcommittees may be formed as standing subcommittees through the voting representatives of each service and include members from those services. If a service subcommittee is formed, the service representative of the Caucus will serve as the Chairperson. Initiative subcommittees will be established as necessary to support on-going projects and initiatives (GI Bill/Education, Marketing, Certification, etc). These subcommittees will be chaired by individuals appointed by the Chairman of the Caucus. These initiative subcommittees will not be standing, but be termed or established only for the purpose/time they are required. The Caucus will vote to establish or eliminate subcommittees. Only active IAEM members may serve on a subcommittee.

Caucus Chairperson/Vice

The Chairperson/Vice Chairpersons will be nominated in October of each year by the voting members of the Caucus. These individuals will be an IAEM member of good standing, have substantial Emergency Management experience, and it is recommended that they be a CEM®. The Chairperson/Vice will be an active, reserve, guard, civil service or retired member of the Uniformed Services of the U.S. The term of office will be two years and they may be nominated for follow-on terms. Once nominated, the Chairman/Vice names will be provided to the IAEM President for appointment.

Liaisons

Liaison representatives from IAEM Governing Board and other IAEM Committees/Caucuses may be assigned to the Caucus to promote active communications and coordination. They may attend meetings and conference calls, but do not have a vote and may not serve on any subcommittee while serving as a liaison. It is recommended that liaisons have some familiarity with the Uniformed Services of the U.S. and the Chairman of the Caucus will accept nominations for liaisons. In addition, the Chairman will appoint Caucus liaisons to other groups.

Meetings

- The Caucus will meet semi-annually during the IAEM annual/mid-year conferences.
- Quarterly teleconferences will be held in between the semi-annual meetings to review and address inputs from the IAEM board and from the committee members.
- The chairperson may initiate an out-of-cycle teleconferences for issue resolutions.

Voting

While all IAEM uniformed service members are welcome to attend the annual meeting, only the member organizations will have a vote. The membership will vote on and appoint a chairman every two years. Only member representatives can serve as chairman. The Chairman will only

vote in the event of a tie. Member organization may appoint an alternate representative to the committee if their primary representative is elected Chairman. The Caucus will resolve issues by a simple majority vote. Non-voting attendees may participate in group discussions prior to voting. The Chairman will mediate all discussions and call for votes when appropriate.

Membership and Voting Summary Table		
Membership	Member	Vote Remarks
Chairman	Elected Member Representative	Only Vote in a tie
Primary	Army	1 Vote
Primary	Army Reserve	1 Vote
Primary	USAF	1 Vote
Primary	AF Reserve	1 Vote
Primary	AF Auxiliary, Civil Air Patrol	1 Vote
Primary	USN	1 Vote
Primary	Navy Reserve	1 Vote
Primary	USMC	1 Vote
Primary	Marine Reserve	1 Vote
Primary	USCG/Reserve	1 Vote
Primary	Coast Guard Auxiliary	1 Vote
Primary	Army National Guard	1 Vote
Primary	Air National Guard	1 Vote
Primary	Public Health Services	1 Vote
Primary	NORTHCOM	1 Vote
Primary	NOAA	1 Vote
Secondary	Former Chairpersons	Non-Voting
Guests	Various	Non-Voting

Representation

No member of the Caucus or any subcommittee will represent IAEM or the Caucus at any Uniformed Services or other agency function, meeting, correspondence, or conference-call without the expressed permission of the Chairperson of the Caucus. Representation and attendance at Uniformed Services activities such as conferences, symposia, courses and other venues is encouraged and funding may be provided for travel and lodging through IAEM. However, it must be understood that any representation of IAEM or the Caucus needs to be first approved by the Caucus Chairperson. All approved travel/other reimbursement will be requested directly to IAEM Headquarters by the requesting member.

Administrative Actions

IAEM will provide administrative support to the Caucus, e.g., establishing meeting facilities, setting up teleconferences, providing meeting minutes. In addition, the Chairperson may request funding from IAEM for member travel lodging to support IAEM/ Caucus marketing, initiatives, and other approved interests.

Awards

Each year the Caucus will select two persons as the IAEM Uniformed Services Emergency Managers of the Year. Each service is authorized one nomination for each of the following

categories and this letter, with supporting documentation, will be forwarded to the Caucus Chair NLT 1 July of each year. The letter must be on official letterhead and signed by a senior (O6 or above) officer from that service. The two awards include the,

1. Uniformed Services Military Emergency Manager of the Year.
2. Uniformed Services Civilian Emergency Manager of the Year.

A three-person subcommittee will be appointed by the Caucus Chairperson to review the nominee packages and recommend the annual award winners. These names will be provided to the Committee who will vote to forward of their selection to the IAEM Awards Committee.

Communications

The IAEM HQs has offered a listserv communications capability for dissemination of Caucus information to its voting members and interested parties. All Caucus, minutes, announcements, agendas and broad based communication will be provided through the listserv. All Caucus /Sub Committee members/interested parties should register to be placed on the listserv address list. This can be done by sending an e-mail to HQs IAEM at www.info@iaem.com and requesting to be placed on the listserv address list. In addition, the IAEM headquarters is willing to provide teleconference capabilities for all Caucus quarterly meetings. Times/Dates for dial-in procedures will be provided through the listserv announcements.

Certification (CEM ®) Considerations

Individuals serving as voting members on the Caucus are encouraged to use their participation on the Caucus as “Service” contributions to be used towards the application of IAEM CEM ® certification or recertification. In addition, Chairperson/Vice and Subcommittee Chairpersons may use this experience towards the “Leadership” contributions portion of the certification/recertification application.

CEM ® Commissioner Nomination: Each year the IAEM Training & Education (T&E) Committee picks members from the IAEM membership to serve on the IAEM CEM Commission and the Caucus encourages its members to also serve on the IAEM CEM Commission. These individuals need to be a CEM ®. Any person in the active, guard, reserves, auxiliary, civil service or retired ranks may volunteer, through the T&E Committee, for membership under the CEM ® Commission.

Approval

This document is approved for use by the Caucus and will be reviewed NLT 6 June 2010.



Robert L. Ditch, Colonel, USAF, Ret, EdD (c) CEM
Chairman, IAEM Uniformed Services Committee

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