



BYLAWS

VIRGINIA EMERGENCY MANAGEMENT ASSOCIATION

Faith Based Caucus



Faith Based Caucus BYLAWS

Article 1 **Executive Summary & History**

On _____, the Virginia Emergency Management Association Board of Directors formally recognized the special interest sector caucus entitled “Faith Based” to represent the issues, goals and objectives of integrating Faith Based Organizations and Emergency Management practitioners throughout all phases of the disaster cycle.

ARTICLE 2 **AUTHORITY**

In accordance with _____ of the Virginia Emergency Management Association Bylaws, adopted _____:

ARTICLE 3 **POLICIES**

The Faith Based Caucus policies, adopted _____, state:

- a. The group will establish goals and priorities for the year at the Annual Conference/Symposium, with a published meeting schedule (quarterly, monthly, etc...) to facilitate the attainment of these goals. Such meetings may be conducted in person or through electronic means as deemed most conducive to the advancement of the group.
- b. The Chair of the caucus shall serve a term of two years. The terms of service for board members should be staggered.
- c. All working groups as established by the caucus Chair shall provide a written progress report to the Caucus Board of Directors via the Chair on a quarterly basis.
- d. Recommendations for appointment to any caucus position will be evaluated based on the following factors:
 - I. Appointed party must be a member in good standing;
 - II. Capability to attend Annual Conference/Symposium;
 - III. Capability to attend additional meetings during the year;
 - IV. Capability to devote eight or more hours a month to caucus business, as may be required;



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- V. Capability to weigh and consider issues in an objective manner;
- VI. Capability to communicate with other caucus members in an open and direct manner;

ARTICLE 4 TITLE

The caucus shall be known from here forth as the “VEMA Faith Based Caucus.” An acceptable abbreviation is VEMA-FB.

ARTICLE 5 MISSION

The vision statement of the VEMA Faith Based Caucus shall be:

“Building a more resilient Commonwealth through engagement, inclusion, and integration of the faith-based community into the four pillars of emergency management: mitigation, preparedness, response and recovery.”

ARTICLE 6 OFFICERS

The caucus shall have the following composition to the Caucus Board:

Section 1. Chair

The Chair is responsible for the administration of the VEMA-FB Caucus including but not limited to all working groups and the general progress of the overall caucus.

In accordance with VEMA BYLAWS and CONSTITUTION, the caucus Chair shall be nominated by a member of the caucus at least 30 days prior to the current chair’s term expires or within 30 days of the position becoming vacant.

Nominations will be made from the members who meet the aforementioned membership eligibility requirements and will be approved by the current Caucus Board.



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The Chair will serve a two year term beginning and ending at the Annual Conference or VEMA Symposium. At the discretion of the Caucus Board, by simple majority vote, the chair may serve multiple consecutive terms.

Section 2. Vice-Chair

The Vice-Chair is responsible for developing, updating and monitoring the progress of the caucus' strategic plan, goals, and bylaws.

In accordance with VEMA BYLAWS and CONSTITUTION, the caucus Vice-Chair shall be nominated by a member of the caucus at least 30 days before the current Vice-Chair's term expires or within 30 days of the position becoming vacant.

Nominations will be made from the members who meet the aforementioned membership eligibility requirements and will be approved by the current Caucus Board.

The Vice-Chair will serve a two year term beginning and ending at the annual VEMA symposium. At the discretion of the Board, by a simple majority vote, the Vice Chair may serve multiple consecutive terms.

The Vice-Chair will be responsible for developing, updating, and monitoring the progress of the caucus' strategic plan, goals, and by-laws.

Section 3. Secretary

The Secretary will be responsible for ensuring all official caucus business is documented, including but not limited to issuance of meeting agendas and minutes. The Secretary will also be responsible for all webmaster responsibilities and management of the Faith Based Caucus listserv.

In accordance with VEMA BYLAWS and CONSTITUTION, the caucus Secretary shall be nominated by a member of the caucus at least 30 days before the current Secretary's term expires or within 30 days of the position becoming vacant.

Nominations will be made from the members who meet the aforementioned membership eligibility requirements and will be approved by the current Caucus Board.

The Secretary will serve a two year term beginning and ending at the annual VEMA symposium. At the discretion of the Board, by a simple majority vote, the Secretary may serve multiple consecutive terms.



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Section 4. Immediate Past Chair

In accordance with VEMA Administrative Policies and Procedures, the Caucus Immediate Past Chair is someone who has previously been elected by the caucus, installed, and served one or more terms as the Chair of the Caucus.

The Immediate Past chair will serve a term that coincides with the Chair, beginning and ending at the Annual Conference or VEMA Symposium.

The Immediate Past Chair will serve as an advisor to the Chair and Board, serve on workgroups as designated by the Chair, and is delegated other duties and projects at the Chair's discretion.

Section 5. VEMA Board Representative

The Caucus Board (excluding the current representative) will appointment one of its members to represent the Caucus at VEMA Board of Directors functions, conversations, and discussions. The Board Representative serves as an intermediary with the Caucus Board and the VEMA Board of Directors. The Board Representative is strongly encouraged to participate in all caucus meetings and activities and has one vote on the Caucus Board as well as the VEMA Board of Directors.

ARTICLE 7 MEMBERSHIP

Section 1. Caucus Member

In accordance with VEMA BYLAWS and CONSTITUTION, all members of this caucus shall be VEMA members in good standing.

Members of this caucus shall be designated as an emergency management practitioner by their respective organization or serve in an emergency preparedness / disaster response capacity with a Faith Based Organization.

An "emergency management practitioner" is defined as a city, county, state or private sector employee who has been designated by his or her administration with a primary role in administering emergency preparedness and management functions at their organization.

Each emergency management organization in good standing with VEMA shall have one vote for all caucus functions. Emergency management organizations are responsible for updating their roster with VEMA and the Caucus with which individual member in good standing will cast votes on behalf of the institution they represent.



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Section 2. Caucus Associates

The designation of “Caucus Associate” shall be granted to any VEMA member in good standing who serves in a role to further the profession of emergency management by enhancing the capacity to integrate Faith Based Organizations into disaster preparedness, response and recovery activities. Caucus association is a form of recognition and does not reflect any special role, responsibility, position, status, or privilege with respect to the Caucus. Caucus Associates are to be considered non-voting members of the Caucus during business sessions of the organization.

ARTICLE 8 BOARD OF DIRECTORS

In accordance with VEMA Administrative Policies and Procedures, the Caucus Board shall consist of all duly appointed and elected officers of the caucus.

Section 1. Ad-Hoc Appointments

Ad-hoc appointments to the Caucus Board may be made from one of the following categories:

- a. Emergency management practitioner from a level of government (local, state, federal), who is a VEMA member in good standing, and can contribute to the goals and objectives of the Caucus
- b. Subject matter experts, regardless of VEMA membership
- c. Other emergency management consultants, who are VEMA members in good standing and can contribute to the goals and objectives of the Caucus.

Ad-Hoc appointments to the Caucus Board shall be made from members who meet the aforementioned membership eligibility requirements.

Ad-Hoc appointments to the Caucus Board shall be made by the Chair of the caucus and confirmed by a simple majority vote of the Caucus Board.

Ad-hoc appointments to the Caucus Board shall be members of the Board for a time-limited period and can be renewed by the duly elected or appointed voting members of the Caucus Board.

An ad-hoc appointment to the Caucus Board shall serve as non-voting members of the Caucus’ Board.



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Section 2. Working Groups

As necessary to further the strategic plan of the Caucus, the Caucus Board may establish workgroups to address specific issues. The Working Group Leader shall be appointed by the Caucus Board. The working group membership may include individuals deemed appropriate for the task, regardless of Caucus membership. Working Groups are limited to the term(s) outlined in the charge to the working group by the Caucus Chair and may be reconvened by subsequent Caucus Boards as needed.

ARTICLE 10 MEETINGS

Section 1. Annual Meeting

The caucus shall meet, in person, at least once per calendar year at the VEMA Annual Conference/Symposium.

Section 2. Virtual Meetings

To further the advancement of the caucus, additional virtual meetings, whether by internet, teleconference, or other arrangements shall be held at least quarterly.

Section 3. Emergency Meetings

As needed, additional meetings may be schedule to address specific issues of an important or urgent nature.

Section 4. Official Business

Official business can be conducted at any publicized, scheduled meeting.

Section 5. Voting Quorum

In order to conduct official caucus business, a quorum must be established. A quorum is defined to be at least half of the current caucus membership (chair, vice-chair(s), past chair, board representative and general members). The participation of the chair or the vice-chair is required.

A simple majority vote of quorum is required to approve official business, unless otherwise specified. Each caucus member organization are allotted one vote as outlined previously. Organizations with more than one emergency management practitioner are only allowed to cast one vote, but are allowed in the absence of the primary practitioner to delegate voting authority through their lines of succession.



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Section 6. Proxy Voting

If unable to attend a meeting where official business is conducted, an organization may delegate their vote by written proxy to the immediate past chair. Documentation of written proxy designation must be received at least 1 business day prior to the scheduled meeting. If any representative from an organization is unable to attend a meeting where official business is conducted, an organization may cast their vote via written proxy to the immediate past chair at least 1 business day prior to the scheduled meeting or vote.