

MI-NENA Executive Board Policy and Procedures

Policy and Procedure Adoption

Purpose

To define the requirements and process for the adoption of Policies and Procedures by the MI-NENA Executive Board.

Authority

Article IV, Section 3a of the MI-NENA bylaws provides that the Executive Board shall establish and maintain adequate management of the association's activities; Section 3f provides that the Executive Board shall establish policies for the orderly conduct of business.

Policy

It shall be the policy of the Executive Board, in accordance with the bylaws of this Association, that:

1. Policies and procedures for the orderly conduct of business shall be established by the MI-NENA Executive Board in accordance with the bylaws of this Association.
2. Additional policies and procedures may be necessary to maintain adequate management of the Association, although not specifically required by the bylaws.
3. These policies and procedures shall be considered at a regular or special meeting of the Board called for that purpose, and shall be presented for consideration in a standard format.

Procedures

The bylaws shall be reviewed to determine what policies are specifically required to establish and maintain adequate management of this Association. Additional policies and procedures may be considered from time to time to maintain adequate management of the Association, although not specifically required by the bylaws.

Policies and Procedures shall be submitted by any Board member for consideration at a regular Board meeting, and shall be accompanied by an Action Item for discussion. The Board may take action to adopt after discussion, or may defer for future consideration. Proposed Policies and

Procedures must be presented in the following format:

MI-NENA Executive Board Policy and Procedures (TITLE)

Purpose

To define the requirements and process for...

Authority

Article IV, Section 3 of the MI-NENA bylaws provides that the Executive Board shall establish and maintain adequate management of the Association's activities and shall establish policies for orderly conduct of business.

Policy

It shall be the policy of the Executive Board, in accordance with the bylaws of this association, that:

- 1.

Procedures

MI-NENA Executive Board Policy and Procedures Ethics Policy and Procedure

Purpose

To define guidelines for the members of the Executive Board

Authority

Article IV, Section 3a of the MI-NENA bylaws provides that the Executive Board shall establish and maintain adequate management of the Association's activities; Section 3f provides that the Executive Board shall establish policies for the orderly conduct of business

Policy

It shall be the policy of the Executive Board, in accordance with the

bylaws of this Association that the members of the Executive Board will do their utmost to represent the interest of the members of the Association, its mission and at all times act in a manner which complies with the law and all ethical guidelines.

Procedures

In according with the policy of the Executive Board, the members of the Executive Board will:

1. Represent the Association membership honestly and equally and refuse to surrender any responsibility to special interest or partisan political groups;
2. Avoid any conflicts of interest or impropriety which could result from his or her position and shall not use his or her status as an officer for personal gain or publicity;
3. Take no private action that might compromise the actions, mission or reputation of the National Emergency Number Association and respect the confidentiality of privileged information obtained in the representation of the association;
4. Only exercise that authority which is lawful;
5. Abide by the Constitution, bylaws, policies and procedures of the National Emergency Number Association;
6. Encourage the free expression of opinion of fellow officers and members of the association through proper channels and means;
7. Faithfully and diligently perform all duties required;
8. Not accept any gift, loan, reward or future promise of employment based on a promise of any vote or official action affecting association business;
9. Follow all financial controls imposed by the association and follow all laws relative to the ethical conduct of the Executive Board.

MI-NENA Executive Board Policy and Procedures MI-TERT

Purpose

To define the requirements and process for the Michigan Telecommunicator Emergency Response Taskforce (MI-TERT).

Authority

Article IV, Section 3a of the MI-NENA bylaws provides that the Executive Board shall establish and maintain adequate management of the association's activities; Section 3f provides that the Executive Board shall establish policies for the orderly conduct of business.

Policy

It shall be the policy of the Executive Board, in accordance with the bylaws of this association, that:

The Michigan Telecommunicator Emergency Response Taskforce (MITERT) shall have oversight in the following manner:

The MI-NENA chapter shall establish a separate fund account for TERT activities to be managed by the Chapter Treasurer.

The MI-TERT Executive Committee which is comprised of all MINENA Executive Board members (the MI-NENA President is the Chair), an APCO appointed representative, the MI-TERT Statewide Coordinator and the MI-TERT State Team Leader Coordinator shall oversee the MI-TERT program. Each member of this committee shall hold both NENA and APCO memberships.

The MI-TERT Executive Committee will establish and maintain a financial plan including revenue and expenditures for the MI-TERT program.

The MI-TERT Executive Committee will review MI-TERT procedures and documents as recommend by the MI-TERT Steering Committee for approval. They will work with the national organizations to keep MI-TERT compliant with the national initiative, guidelines and requirements.

The MI-TERT Executive Committee will act as a consulting body for the NENA President in the selection of the MI-TERT Statewide Coordinator and State Team Leader Coordinator. They will provide a mechanism for required training and host the MI-TERT website.

The MI-TERT Steering Committee which is comprised of the MI-TERT Statewide Coordinator (the Chair), the MI-TERT State Team Leader Coordinator, two (2) APCO appointed representatives, a database/technical coordinator, a Michigan Emergency Management Representative, a person by appointed as needed, the former MI-TERT Statewide Coordinator and the MI-NENA Chapter President as needed shall create, maintain, oversee and coordinate the MI-TERT program.

The duties of the MI-TERT Steering Committee include but are not limited to creating and maintaining all required documentation needed to administer MI-TERT, establishing training requirements, creating training materials/courses/events, defining roles/requirements/selection process for the MI-TERT Statewide Coordinator, Team Leader Coordinator, Team Leaders and Taskforce members, establishing and maintaining a MI-TERT database, defining and implementing the MITERT program and deployment process, promoting MI-TERT and training throughout the State, and soliciting participation. Each member shall hold both NENA and APCO memberships.

The MI-TERT State Coordinator and State Team Leader Coordinator shall be appointed by the Chapter President; reappointments to these positions, by the same individual, are allowable.

MI-NENA Executive Board Policy and Procedure Election Process

Purpose

To define the requirements and process for conducting the annual nomination and election process of the officers for the Michigan Chapter of the National Emergency Number Association.

Authority

Article III, Section 3 of the MI-NENA bylaws provides that the Executive Board shall establish the procedures for the election of officers of the association, and determine the results of such elections.

Policy

It shall be the policy of the Executive Board, in accordance with the bylaws of this association, that:

1. Elections shall be held annually with installation of officers conducted at the annual conference.
2. Electronic balloting may be used in the conduct of elections if it is a cost effective method as compared to balloting by mail.
3. In the event electronic balloting is not used, members shall receive a mail-in ballot.

Procedures

Elections shall be conducted either by mail balloting or electronic balloting in accordance with these procedures. Balloting shall begin no later than 30 days prior to the annual meeting. Tabulation of results for each method of voting shall be conducted in the manner described below.

1. Electronic Balloting – If electronic balloting is authorized by the Executive Board, the electronic ballot method selected will be a secure and confidential electronic system where members who are eligible to vote will cast their ballots electronically. The Nominations Committee shall begin the ballot count no later than 12:00 on the day before the annual meeting.
 - a. Electronic ballots shall be tabulated by the Nominating Committee Chair who will provide the results to the committee.
 - b. The Nominating Committee shall verify the tabulation and the results shall be certified by that committee.
 - c. The Chair of the Nominating Committee will then inform the Executive Board and the candidates of the results.
2. Mail Balloting – All election ballots, sealed in the official ballot envelope, shall be delivered by the Executive Board Secretary to the Chair of the Nominations Committee. The Nominating Committee shall begin the ballot count no later than 12:00 on the day before the annual meeting.
 - a. Election shall be by preferential ballot if there are more than two candidates, and ties shall be broken by lot.
 - b. Challenges to the validity of any ballot shall be settled by the election committee.
 - c. The results of the ballot count shall be forwarded to the Executive Board and the candidates informed of the results by the Chair of the Nominating Committee.
 - d. The results of the election shall be announced by the Chair of the Nominating Committee at the annual meeting.

Impeachment Procedure

A two-thirds majority vote of the total membership shall be required for removal from office of an officer of this Chapter.