



# BYLAWS

**NEVADA EMERGENCY PREPAREDNESS ASSOCIATION  
(NEPA)**

**February 9, 2022**

# Bylaws – Nevada Emergency Preparedness Association

## ARTICLE I – NAME

This organization shall be known as the Nevada Emergency Preparedness Association and/or its acronym NEPA. The Nevada Emergency Preparedness Association will hereafter be referred to as *NEPA* in this document. *NEPA* was designated a non-profit, 501(c)(3), organization on September 7, 2018, by the Internal Revenue Service. The IRS letter is dated September 14, 2018 and should be referenced for all related information.

## ARTICLE II – VISION, MISSION, VALUES

**Our Vision:** Building a more resilient Nevada.

**Our Mission:** Improving statewide resilience through cooperative, multi-stakeholder processes and the professional development of emergency preparedness practitioners.

**Our Values:** Collaboration, Commitment, and Competence.

## ARTICLE III – MEMBERSHIP

There shall be three classes of membership:

- 1) Individual Annual Membership – for emergency management/public safety personnel, emergency managers, members of local emergency planning committees, nonprofit, private and other related organizations. This class of membership is entitled to voting privileges.
- 2) Student Annual Membership – for full time students in an emergency management or related educational program. This class of membership is entitled to voting privileges within *NEPA*.
- 3) Honorary Lifetime Membership - The *NEPA* Executive Board may confer an Honorary Membership to selected individuals, who have been nominated by a *NEPA* member, because of their special interest in the support of local public safety and emergency management. The nominated individual would not normally become a *NEPA* member under the previous class. This class of membership may participate in *NEPA* activities, but is not be entitled to vote.

Members who fail to submit annual dues will be no longer receive member benefits and will be ineligible to vote.

Issues involving behavior that reflects poorly on the emergency preparedness/emergency management community and/or *NEPA* may be terms for membership revocation.

## ARTICLE IV - MEMBERSHIP DUES

Membership dues shall be established by the *NEPA* Executive Board with majority ratification of the full membership. Currently annual dues are as follows:

1. Individual Professional Membership
  - a. 1 year \$60
  - b. 2 years \$90
2. Retired Annual Membership \$30
3. Student Annual Membership \$25
4. Honorary Lifetime Membership no dues required

Membership dues are paid annually by individuals and students based upon the anniversary of the date that they joined *NEPA*.

## ARTICLE V - ORGANIZATION

### *SECTION ONE – OFFICERS*

- 1) Officers shall consist of:
  - a. **President,**
  - b. **Past President,**
  - c. **Vice President,**
  - d. **Treasurer,**
  - e. **Secretary.**

The Officers will also serve as ex-officio members to *NEPA* committees to provide Executive Board support, as needed.

- 2) *NEPA* Officers must hold a valid “Individual Membership” and have been a member for a minimum of two years.
- 3) Officer duties are as follows (further details are provided in Annex A):
  - a. **President** – shall preside at all *NEPA* Executive Board meetings and Business Meetings. The President shall be the official representative and spokesperson for *NEPA*. The President shall be responsible for keeping *NEPA* members informed of Executive Board activities. The President, in consultation with the Executive Board, shall establish committees, appoint Committee Chairpersons, and Chapter Directors.
  - b. **Past President** – shall serve for a term of one year after the competition of his/her term as President. The Past President shall serve in an advisory role to the current President. The Past President may only vote if there is a need for a

tie breaker.

- c. **Vice President** – shall have and perform all the duties of the President in the President’s absence, or if/when the President defers those powers and duties to the Vice President. The Vice President shall participate in one Standing Committee.
- d. **Treasurer** – shall be the custodian of *NEPA* funds and oversee the financial affairs of *NEPA* including collecting dues, donations, and shall write checks and pay all bills. The Treasurer shall also provide financial reports at Executive Board meetings and Business Meetings. The Treasurer shall participate in one Standing Committee.
- e. **Secretary** – shall coordinate all administrative functions and keep an accurate record of all *NEPA* meetings (Executive Board meetings, Business Meetings, etc.) and membership. The Secretary shall participate in one Standing Committee.

If the President and Vice President are unavailable/vacant and there is a necessity for Executive Board action, then the Treasurer would assume duties of the President. The above listing represents the order of succession.

## *SECTION TWO - EXECUTIVE BOARD*

- 1) The Executive Board shall consist of *NEPA* Officers, Committee Chairpersons, and the appointed Chapter Directors from Nevada’s three Division of Emergency Management regions: Western, Southern and Eastern.
  - a. Western Chapter includes: Carson City, Churchill, Douglas, Humboldt, Lyon, Mineral, Pershing, Storey, and Washoe Counties.
  - b. Southern Chapter includes: Clark County.
  - c. Eastern Chapter includes: Elko, Esmeralda, Eureka, Lander, Lincoln, Nye, and White Pine Counties.
- 2) All matters of policy shall be developed by the Executive Board as recommendations to be acted upon by the full membership. Annexes/Directives may be updated via majority (more than 50%) vote of the Executive Board. *NEPA*’s day-to-day business is to be conducted by the Executive Board. Matters pertaining to policy shall be acted upon initially by the Executive Board and then by the full membership.
- 3) The *NEPA* President, or in his/her absence, the Vice President, shall preside over meetings of the Executive Board. Meetings shall be called as necessary by the President, or by the Vice President on behalf of the President, or by a majority of Executive Board members. The Executive Board may conduct Executive Board meetings in person and/or via conference call. Each meeting requires a majority (more than 50%) for the Executive Board to act on official business.

## *SECTION THREE - COMMITTEES*

Standing and Ad Hoc Committees shall be established as needed by the President to assist with the conduct of *NEPA* business.

A Committee Chairperson or Co-Chairpersons shall be appointed by the President. Such chairpersons shall serve at the direction of the President. Term limits do not apply.

#### *SECTION FOUR - CHAPTER DIRECTORS*

The President may appoint one Chapter Director for each of the three regions. Each Chapter Director will disseminate information and solicit input from their constituents and will represent their constituents at *NEPA* Executive Board Meetings. The three Chapter Directors will serve as voting members of *NEPA* Executive Board.

Terms of office shall be for two years. There are no term limits for Chapter Directors.

#### *SECTION FIVE – ELECTIONS*

- 1) The following Officers are elected in odd years but begin their term at the following annual Business Meeting:  
**President, Treasurer**
- 2) The following Officers are elected in even years but will begin their term at the following annual Business Meeting:  
**Vice-President, Secretary**
- 3) The President may appoint an Ad Hoc Election Committee. This Committee shall solicit candidate statements from *NEPA* members, prepare a slate of nominees for office, and provide a viable mechanism for all current members to cast their votes. Election results will be announced within 72 hours after the completion of the established voting period.
- 4) Should a vacancy within the Executive Board occur between elections the President may appoint a replacement to the vacated position to serve until the next regularly scheduled election is conducted.
- 5) Officers shall serve two-year terms. Term limits for each officer position is two terms (four years). A member that has served in the same officer position for the full two consecutive terms (four years) may not run again for that position until after a subsequent two-year period. This does not restrict a member who has served two consecutive terms from running for a different officer position in the ensuing election cycle.

#### *SECTION SIX - CERTIFICATION*

The Nevada Emergency Manager Certification (NVEM) shall be managed in accordance with

*NEPA* NVEM Directive #4. *NEPA* shall maintain a robust certification program that provides opportunities to all Emergency Management and preparedness practitioners within the State of Nevada. The Certification Committee shall review all applications and forward a recommended slate of candidates to the Executive Board, at a minimum twice a year. The Executive Board will evaluate the recommended slate of candidates. The Executive Board may approve certifications for the entire slate of candidates or approve each candidate individually. Approval by the Executive Board is determined by a majority vote (more than 50%).

#### *SECTION SEVEN - FISCAL YEAR*

The Fiscal Year of this organization is July 1 through June 30.

### **ARTICLE VI – MEETINGS**

#### *SECTION ONE – REGULAR MEETINGS*

*NEPA* shall hold at least one Business Meeting (full membership) per fiscal year. Thirty (30) days written notice shall be provided to the membership announcing this meeting. Business Meetings shall be held in person or via conference call.

Executive Board meetings shall be held at least once per quarter and may be conducted in person or via conference call.

Chapter meetings (formal or informal) should be held on a regular basis at the discretion of the Chapter Director. Chapter meetings may be conducted in person or via conference call.

#### *SECTION TWO – SPECIAL MEETINGS*

*NEPA* may call additional meetings beyond its regular schedule as necessary. Such meetings may be called by the President, the Vice President acting on the President's behalf, or by a majority of the Executive Board.

#### *SECTION THREE – COMMITTEE MEETINGS*

Committees may meet as necessary or as required by *NEPA* or its Officers, the respective committee chairpersons, or by a majority of committee members.

#### *SECTION FOUR – QUORUMS (Majority)*

A quorum for a *NEPA* business meeting that has been called in accordance with the provisions of these bylaws shall be a majority of those members present and entitled to vote. A quorum (majority) will be understood as more than 50%.

### **ARTICLE VII – VOTING**

Only Individual and Student members may vote on issues of *NEPA* business. Action shall be

determined by a majority vote (more than 50%).

#### **ARTICLE VIII – AMENDMENTS**

These bylaws may be amended or replaced:

- 1) Upon the affirmative vote of a majority of the *NEPA* membership at any regular Business Meeting provided that any proposed changes have been distributed to all members at least ten (10) calendar days prior to such action or;
- 2) Upon the affirmative vote of the majority of the *NEPA* membership returning a mail-in or electronic ballot provided that any proposed changes have been distributed to all members at least 10 days prior to due date for return of the ballots. All amendments adopted by mail-in or electronic ballot must be ratified by an affirmative vote of a majority of the full membership at the next Business Meeting.

#### **ARTICLE IX – FUNDRAISING/SOLICITATION OF DONATIONS**

NO FUNDRAISING or SOLICITATION OF DONATIONS activity shall be conducted in the name of *NEPA* by any person or combination of persons unless prior SPECIFIC AUTHORITY thereof has been given in writing by the President, or by means of a majority vote of the Executive Board.

## **ANNEX A – OFFICER DUTIES AND RESPONSIBILITIES**

### ***PRESIDENT***

#### General Duties/Responsibilities:

- shall preside at all *NEPA* Executive Board meetings and Business Meetings,
  - shall be the official representative and spokesperson for *NEPA*,
  - shall be responsible for keeping *NEPA* members informed of Executive Board activities,
  - in consultation with the Executive Board, shall establish committees, appoint Committee Chairpersons, and Chapter Directors,
  - shall work with the Executive Board to maintain *NEPA*'s 501(c)(3) status,
  - shall work with the Executive Board to develop and maintain *NEPA* directives, and,
  - shall work with the Executive Board to maintain position related historical files on the *NEPA* website and in hard copy as necessary.
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### ***VICE PRESIDENT***

#### General Duties/Responsibilities:

- shall have and perform all the duties of the President in the President's absence, or if/when the President defers those powers and duties to the Vice President,
  - shall participate in one Standing Committee,
  - shall maintain position related historical files on the *NEPA* website and in hard copy as necessary,
  - shall schedule/coordinate Executive Board meetings and Business meetings, and,
  - shall develop biannual (6-month) *NEPA* newsletter in cooperation with the Membership and Marketing Committee.
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### ***TREASURER***

#### General Duties/Responsibilities:

- shall be the custodian of *NEPA* funds and oversee the financial affairs of *NEPA* including collecting dues, donations, and shall write checks and pay all bills,
- shall also provide financial reports at Executive Board meetings and Business meetings,
- shall maintain position related historical files on the *NEPA* website and in hard copy as necessary,
- shall coordinate and purchase the annual *Preparedness Partner of the Year* award, and awards for outgoing *NEPA* Officers,
- shall develop and submit (solicit Executive Board approval) *NEPA*'s tax forms (Form 990/990-EZ/990-N) to the IRS as described in the approval letter for *NEPA*'s 501(c)(3) status, and,



- shall participate in one Standing Committee,
  - Maintain WAVE accounting software account,
  - Pick up mail and maintain PO Box,
  - Maintain and annually update SILVER FLUME account (NV Business Portal).
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## ***SECRETARY***

### General Duties/Responsibilities:

- shall maintain list of active members via *NEPA* website,
  - shall keep an accurate record of all *NEPA* meetings (Executive Board meetings, Business Meetings, etc.),
  - shall maintain position related historical files on the *NEPA* website and in hard copy as necessary,
  - shall print and mail membership certificates to new and renewing members,
  - shall produce and coordinate mass mailings to *NEPA* membership, and,
  - shall participate in one Standing Committee.
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## **ANNEX B – STANDING AND AD HOC COMMITTEES**

### ***MARKETING AND MEMBERSHIP COMMITTEE (Standing)***

Purpose: Advertise *NEPA* and sponsored events, and develop and execute an organized approach to growing and diversifying *NEPA* statewide membership.

Responsibilities and Tasks:

- Chairperson shall convene periodic committee meetings and make Committee reports at Executive Board meetings and Business Meetings,
  - Develop and execute an annual marketing plan,
  - Monitor relevant social media and maintain and post to *NEPA* social media accounts and website,
  - Develop and execute strategy to solicit new and renewed memberships for *NEPA*,
  - Participate in Executive Board meetings and Business Meetings and provide related reports, and,
  - Develop and maintain *NEPA* brochure.
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### ***ADVOCACY COMMITTEE (Standing)***

Purpose: Collaborate with NDEM and other emergency management organizations/groups to encourage leadership development, promote professionalism, and maintain awareness of state and federal legislation and regulations, and other issues affecting the broader emergency management community.

Responsibilities and Tasks:

- Chairperson shall convene periodic committee meetings and make Committee reports at Executive Board meetings and Business Meetings.
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### ***PREPAREDNESS SUMMIT COMMITTEE (Standing)***

Purpose: Collaborate with the Nevada Division of Emergency Management (NDEM) and other stakeholders to plan, develop, coordinate and promote the annual Nevada Preparedness Summit.

Responsibilities and Tasks:

- Chairperson shall convene periodic committee meetings and make Committee reports at Executive Board meetings and Business Meetings,
  - Collaborate with NDEM on all facets of the annual Nevada Preparedness Summit,
  - Coordinate with Membership and Marketing Committee to advertise the Summit (awareness and registration), and,
  - Coordinate with the Treasurer regarding the annual *Preparedness Partner of the Year* award, and awards for outgoing *NEPA* Officers.
  - Typically, the Chairperson will serve a one year term as the Chairperson should be from the region that is hosting the annual Summit that particular year.
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***CERTIFICATION COMMITTEE (Standing)***

Purpose: Develop and maintain a sustainable, achievable, relevant and well-respected certification program for all-hazard emergency management and preparedness practitioners in the State of Nevada.

Responsibilities and Tasks:

- Chairperson shall convene periodic committee meetings and make Committee reports at Executive Board meetings and Business Meetings.
  - Chairperson shall conduct the Certification program in accordance with the Nevada Emergency Manager (NVEM) Certification Program Directive.
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***HIGHER EDUCATION COMMITTEE (Ad Hoc)***

Purpose: promote cooperation and information sharing amongst Higher Education entities across the state of Nevada.

Responsibilities and Tasks:

- Chairperson shall convene periodic committee meetings and make Committee reports at Executive Board meetings and Business Meetings.
- Solicit and distribute Higher Education information related to *NEPA*, and,
- Working with the Advocacy Committee, maintain awareness of Higher Education-related legislative issues.

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### ***UTILITIES COMMITTEE (Ad Hoc)***

Purpose: Maintain awareness and share information on emergency preparedness for utilities.

Responsibilities and Tasks:

- Chairperson shall convene periodic committee meetings and make Committee reports at Executive Board meetings and Business Meetings, and,
- Solicit and distribute relevant Utility-related information to *NEPA*.

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### ***SPECIAL EVENTS COMMITTEE (Ad Hoc)***

Purpose: Coordinate with Chapter Directors, committee members and other relevant stakeholders to plan, organize and execute special events (such as the statewide Cook Off) as approved by the Executive Board.

Responsibilities and Tasks:

- Chairperson shall convene periodic committee meetings and make Committee reports at Executive Board meetings and Business Meetings,
- Chairperson serves as the point of contact for *NEPA* for special events, evaluates special event participation requests, and reports to the Executive Board,
- Organize committee members and solicit further membership participation to carry out approved special events, and,
- Work with Membership and Marketing Committee to advertise special events and share success stories to promote *NEPA* awareness and membership, community preparedness/resilience.