



International Association of Emergency Managers Transportation Caucus Bylaws

Background

On August 18, 2020, Transportation Ad Hoc Committee was authorized to create the Transportation Caucus, henceforth known as the Caucus, which will represent emergency management professionals across the transportation industry. The creation of the Caucus was approved by the IAEM Board of Directors and included in the IAEM-USA Bylaws on September 8, 2020.

The IAEM-USA Bylaws defines a Caucus as “groups with a special focus or function within the practice of emergency management.” A Caucus meets to provide advice from the unique perspective of a particular industry or topic, such as transportation. The Caucus must maintain at least 20 IAEM participants in good standing.

These Bylaws were reviewed by Caucus Leadership and General Members in good standing on May 11, 2021.

These Bylaws were approved on June 23, 2021.

Version

The Bylaws that were approved on June 23, 2021, are most current.

Vision

To ensure emergency management in the transportation sector is aligned and integrated for the purpose of preparing for, responding to, and recovering from disasters, incidents, and events which cause disruption or interruption to transportation critical infrastructure, services, or business operations.

Mission

To provide a forum for emergency managers from the transportation industry to collaborate, share best practices, and advance resiliency activities across the critical transportation infrastructure sector.

Goals

The goals of the Caucus are to:

1. Promote the Transportation Caucus and foster all-hazards emergency management throughout the transportation industry.
2. Support the development of effective strategic guidance and policy at all levels of governance to assist in the implementation of preparedness, response, recovery, and mitigation initiatives throughout the transportation industry to improve its resilience.



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3. Form cross-functional driven working groups to foster relationships, and share information, best practices and lessons learned.
4. Champion newly revised and issued federal guidance to encourage inter-sector planning, training, and exercises.

Membership Requirement

The Caucus will include emergency managers who are leading the effort within the transportation industry.

Transportation emergency managers include, but are not exclusively limited to, the following sectors:

- Aviation (Airports/Airlines)
- Roads (Highways/Roadways)
- Rail (Freight)
- Mass Transit (Commuter Rail/Light Rail/Bus/Other)
- Maritime Operations and Ports
- Pipeline and Hazardous Materials
- Shipping/Freight (Road/Sea)
- Vehicle for Hire/Transportation Network Companies (Taxis/Ride-Share/Other TNCs)

In accordance with IAEM-USA Administrative Policies and Procedures, all Leadership, and General Members of this Caucus must be IAEM members in good standing. The IAEM-USA Bylaws defines in good standing as members with all applicable dues, fees, and other amounts owed are paid in full.

Having met the eligibility requirements of one of the categories of membership, an IAEM member shall become a member of the Caucus by indicating their interest in the Caucus.

The Chair can invite guests that are not IAEM-USA members, but have special expertise or a role that would enhance the function of the Caucus. Guests do not have any voting authority.

Leadership

The Caucus Leadership will include a Chair and two Vice Chairs.

An IAEM-USA Board Liaison and an IAEM Staff Liaison, will support the Caucus.

Chair

The Chair will serve a 1-year term beginning and ending at the Annual IAEM-USA Conference.



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Their replacement will be nominated by General Members in good standing of the Caucus. The transition will occur at the Annual IAEM-USA Conference.

The Chair can be held by the same individual for a maximum of three (3) terms.

Vice Chairs

Two Vice Chairs will represent the Caucus. Each Vice Chair will serve a 1-year term beginning and ending at the IAEM-USA Annual Conference.

Their replacement will be nominated by General Members in good standing of the Caucus. The transition will occur at the Annual IAEM-USA Conference.

If the Chair position is vacant, one of the two Vice Chairs will assume the position.

Nominations

Nominations for the Caucus include:

- Chair
- Vice Chair (1)
- Vice Chair (2)

Any IAEM member in good standing, can nominate another IAEM member in good standing. Any IEAM member in good standing can nominate themselves.

Nominations must be submitted to the Chair and Vice Chairs, by September 15.

Elections

The election of the Chair and Vice Chairs will occur from October 1-7. The election will occur via an online platform. After the votes are counted, the IAEM Staff Liaison will notify the current Caucus leadership to welcome the new Caucus leadership. The transfer of leadership must occur at least 30 days before the IAEM-USA Conference.

Meetings

The Transportation Caucus will meet, via virtual technology; on the second Tuesday of the second month of each quarter. One such meeting will be at the IAEM-USA Annual Conference.

The quarterly meeting agenda will be provided to all members. The meeting agenda will follow the general outline of:

- Review the previous meeting notes.
- Provide Caucus and/or IAEM updates.
- Presentation on transportation emergency management or a learning opportunity.



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- Open floor for all members and guests to bring up topics and issues.

The quarterly meeting notes will be produced by the IAEM Staff Liaison with assistance from the Chair. The meeting notes will be approved by the Caucus Leadership within two (2) weeks following the quarterly meeting. Once approved the meeting notes will be posted to the Transportation IAEM webpage within 30 days.

Caucus Leadership will hold a meeting at least two weeks prior to the quarterly meeting to discuss the quarterly meeting, pressing needs, or any additional topics.

Additional meetings may be scheduled to address specific concerns or urgent needs.

Official Business

Only Caucus Leadership and General Members in good standing can bring a topic forward for general voting. Official business can be conducted at any publicized and scheduled meeting.

To conduct official business, a quorum must be established. A quorum is defined to be at least half of the current Caucus Leadership. The participation of either the Chair or at least one Vice Chair, or both Vice Chairs.

Each member in good standing may cast one vote. To cast a vote, the member in good standing must be present at the meeting. The votes will be collected the Vice Chairs and the IAEM Staff Liaison. Once the votes have been counted, the IAEM Staff Liaison and Vice Chairs will tally the results and inform the Chair that the item has been approved or denied.

Bylaw Amendments

Amendment(s) to these by-laws can be submitted to the Chair and Vice Chairs by any General Member in good standing. The proposed change(s) must be communicated to membership two (2) weeks prior to a quarterly meeting. For amendments to be adopted, Caucus Leadership and General Members must reach a majority.

A majority is at least the half of the Caucus leadership and at least 10 General Members in good standing.

These bylaws will be reviewed annually prior to the IAEM Annual Conference or if there are any changes to the IAEM-USA Bylaws or the IAEM Administrative Policies and Procedures.



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Guiding Documents

Any IAEM related guidelines not outlined in this Caucus' bylaws are found in the IAEM-USA Bylaws or the IAEM Administrative Policies and Procedures. These documents are available to the public on the IAEM webpage.