



K-12 Education Caucus Operational Guidelines

Executive Summary

At their meeting on July 21, 2020, the Board of Directors authorized the creation of the new K-12 Education Caucus. The K-12 Education Caucus was introduced and designed to represent the issues, goals, and objectives of emergency management practitioners in the field of education.

The IAEM-USA Bylaws defines a “Caucus” as “groups with a special focus or function within the practice of emergency management.” The Caucus must maintain at least 20 IAEM participants in good standing.

Vision

To be recognized as an advocate for excellence in the safety and security of K-12 schools.

Mission

To provide a forum for safety and security practitioners of K-12 schools across the country to collaborate and to assist in developing comprehensive K-12 emergency management programs.

Purpose Statement

IAEM-USA K-12 Education Caucus aims to address emergency management issues specific to K-12 school districts. School districts are the backbone of our communities across this nation. They are taking a more proactive role in preparing their students, faculty, staff, and visitors to prevent, plan for, respond to, and recover from all threats and hazards while creating a more resilient school district. The purpose of this caucus is to provide emergency managers with a focus in the field of education a voice on a national and international scale to ensure that their needs are being addressed by government and educational officials.

Goals

1. Promote the K-12 Education Caucus and foster all-hazards safety, security, and emergency management programs within the K-12 education field through planning, training, and exercises.
2. Support the development of effective strategic guidance and policy at all levels of governance to assist in the implementation of prevention, preparedness, response, recovery, and mitigation initiatives throughout the K-12 education field to improve resilience.
3. Form cross-functional working groups to foster relationships, and share information, positive practices, and lessons learned.

Membership Requirements

All members of IAEM are eligible to be members of the K-12 Education Caucus.

In accordance with IAEM-USA Administrative Policies and Procedures, all leadership, special representatives and general members of this Caucus shall consist of IAEM-USA members in good standing. The IAEM-USA Bylaws defines in good standing as members with all



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applicable dues, fees, and other amounts owed are paid in full.

Having met the eligibility requirements of one of the categories of membership, a person 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.

Caucus Leadership

To be eligible to hold office in the caucus and participate in the selection process for caucus officers, you must be a member of the IAEM-USA Council and be an emergency management practitioner for a K-12 school district or equivalent.

The Caucus shall have the following leadership composition:

- 1.) Executive Committee
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Immediate Past Chair

An IAEM-USA Board Liaison and an IAEM Staff Liaison will be appointed to support the Caucus.

To ensure leadership continuity within the Caucus the Vice-Chair shall succeed to the office of Chair when the Chair's term ends or if the Chair vacates that office for any reason. The Secretary shall succeed to the office of Vice-Chair.

Chair

The Chair will serve a 1-year term beginning and ending at the Annual IAEM-USA Conference. The same individual may serve as Chair for a maximum of three (3) terms.

Their replacement will be nominated by General Members in good standing of the Caucus.

Vice-Chair

The Vice-Chair will serve a 1-year term beginning and ending at the IAEM-USA Annual Conference. The Vice-Chair will be responsible for developing, updating, and monitoring the progress of the Caucus Work Plan.

Their replacement will be nominated by General Members in good standing of the Caucus.

If the Chair position is vacant, the Vice-Chair will assume the position.



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Secretary

The Secretary will serve a 1-year term beginning and ending at the IAEM-USA Annual Conference. The Secretary will be responsible for ensuring all official Caucus business is documented, including but not limited to the issuance of meeting agendas and minutes.

Their replacement will be nominated by General Members in good standing of the Caucus.

If the Vice-Chair position is vacant, the Secretary will assume the position.

Immediate Past Chair

The Immediate Past Chair will serve a term that coincides with the Chair, beginning and ending at the Annual IAEM-USA Conference.

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

The Immediate Past Chair must continue to meet the membership eligibility requirements during the term.

Nominations

General Members meeting the following criteria will be eligible to be nominated for officer positions:

- Serving as a school district-based emergency management practitioner; AND Participated on a Workgroup; OR Served as a Liaison representing the Caucus.
- Ability to fulfill the duties of Secretary as outlined.

Nominees may be nominated by any other General Member, including themselves, and such nomination must be submitted to the current Secretary for eligibility.

Elections

Selection of the Secretary shall be made by a private ballot using a suitable voting method as determined by the Executive Committee and shall be made available to all General Members of the Caucus.

Meetings

The Caucus will meet via virtual technology, on the last Wednesday of every month except in December. One such meeting will be at the IAEM-USA Annual Conference.

The agenda will be provided to all members one week prior to the monthly meeting.



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The meeting agenda will follow the general outline of:

- Call to Order & Welcome
- Caucus Executive Committee Reports
- IAEM Board and Staff Liaison Reports
- Caucus & Committee Liaison Reports
- Caucus Projects
- Old Business
- New Business / Emerging Issues
- Good of the Order

The Secretary will produce the monthly meeting minutes with assistance from the Chair. The General Members will approve the meeting minutes at the next scheduled meeting. Once approved, the meeting minutes will be posted to the K-12 Education webpage.

Caucus Executive Committee will hold a meeting at least one week prior to the monthly meeting to discuss the agenda, pressing needs, presentations, or related topics.

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

Official Business

Only Caucus Executive Committee 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.

A quorum must be established when conducting official business. A quorum is defined to be at least half of the current Caucus Executive Committee.

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

Amendments

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

A "majority" is defined as at least half of the Caucus Executive Committee and at least 10 General Members in good standing.



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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.

Guiding Documents

Any IAEM related guidelines not outlined in this Caucus' operational guidelines 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.