

# Operating Guide of the IAEM Public Private Partnerships Caucus

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Effective March 1, 2019

## Article I: NAME & AFFILIATION

The Public Private Partnerships Caucus (hereinafter “PPP”) is an unincorporated caucus operating within the International Association of Emergency Managers (IAEM).

## Article II: MISSION

The mission of the PPP is to develop, identify, and promulgate best practices for creating effective partnerships among private, not-for-profit, and public sectors. Specifically the PPP will:

- Support the vision and mission of the IAEM;
- Promote the benefit of public private partnership initiatives by collecting and disseminating public private partnership news and resources; and
- Track and support independent initiatives aimed at improving public private partnerships.

## Article III: MEMBERSHIP

### 1. Eligibility

It is highly encouraged for interested PPP members to also be members of IAEM and in good standing with the organization. Those who wish to join the PPP are directed to contact the Chair and Vice-chair via email. To be considered official caucus members by IAEM, you have to have paid your annual membership dues and remain in good standing.

### 2. Expectations

- **LEARN:** Attend information sharing sessions to listen.
- **SHARE:** Request to be a speaker at information sharing sessions.
- **LEAD:** Strive for a leadership role on the Caucus.
- **GET INVOLVED:** Support an active PPP Initiative (e.g., Small Business Recognition Program, B2b - Big Business Small Business Emergency Management Mentor Program, etc.).

### Removal

The Chair may, with consensus from IAEM and PPP leadership (refer to “Officers”), remove any member from the PPP roster at any time with appropriate cause (e.g.,

conduct unbecoming, lack of attendance, etc.), in line with membership standards established by IAEM.

### 3. Non-Discrimination Policy

The PPP does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Any discrimination expressed or implied by members or leaders of the organization will not be tolerated.

### 4. Non-Disclosure Statement

The PPP encourages the implementation of [Chatham House Rule](#). When utilizing information derived from someone in the group, no information should be attributed to any person or organization unless expressly consented to by the originator of the information.

## Article IV: OFFICERS

### 1. PPP Officer Positions

The PPP leadership team includes the following officer positions: Chair, Vice-Chair, Secretary, Social Media Coordinator, and Caucus/Committee Liaisons.

- i. **Chairperson (Chair):** The Chair serves as both the leader of the caucus and as the skillful facilitator of discussion. The Chair facilitates the work of the caucus, provides oversight, and ensures that the goals and objectives of the caucus are met. The Chair is responsible for keeping the work of the caucus focused on the charge and aligned with the IAEM Strategic Plan. The Chair fulfills this role by accepting and supporting the caucus's charge, setting appropriate expectations around members' contributions and responsibilities, planning (with other Officers) and participating in all caucus meetings, delegating and monitoring work assignments, maintaining records and relevant information on caucus work, and moving members toward participation and decision making.
- ii. **Vice-Chairperson (Vice-Chair):** The Vice-Chair assists the Chair with leading the PPP and creating meaningful deliverables and outcomes that are consistent with the established work-plans, strategic planning documents, and mission of the PPP. The Vice-Chair reports directly to the Chair of the PPP and supervises/assists with a variety of subordinate leadership positions within the Caucus (Social Media Coordinator and Caucus Liaisons). In the event that one of the Vice-Chair's subordinates cannot complete a task or perform in their office, the Vice-Chair will assume that position's responsibilities until a suitable replacement can be arranged. The Chair can choose to identify multiple Vice-Chairs.
- iii. **Secretary:** The Secretary is in charge of managing the communications of the

Caucus and ensuring that IAEM and all members have up-to-date information on Caucus activities and access to key Caucus documents. The Secretary creates the agenda for each meeting based on input from the other PPP Officers. The Secretary takes the minutes for each meeting, and manages the webinar settings in conjunction with IAEM leadership. The Secretary reports directly to the Chair.

- iv. **Social Media Coordinator:** The Social Media Coordinator maintains the PPP's social media accounts (e.g., Facebook, LinkedIn, Twitter) with accurate and current information to disseminate Public Private Partnership news and resources.
- v. **Caucus/Committee Liaisons:** Caucus/Committee Liaisons will depend on the current interests and resources of the PPP membership. The Liaisons participate in their respective Caucus/Committee calls and submit an update to the PPP members during calls. The Liaisons are expected to advocate for the PPP to ensure their respective caucuses/committees are aware of the issues of importance to the PPP. The Liaisons identify areas of potential collaboration and of mutual interest.

## 2. Selection of Leadership

- i. The Chair and Vice-Chair(s) are appointed by the President with approval of the IAEM Board of Directors. As the incoming President formulates the slate of nominations, he/she will seek input from the current committee/caucus leadership.
- ii. The Secretary and Social Media Coordinator shall be elected by the PPP membership at the PPP Annual Meeting held at the Annual IAEM Conference. Nominations may be taken via write-in nominations (self-nominations are acceptable) before the meeting or verbally in-person at the meeting. Elections will be implemented via a write-in vote. Absentee voting by members who are unable to attend the meeting in person is allowed. Absentee votes should be submitted via email to the Board Liaison or Staff Liaison. Members can only submit one vote per election, per position. Officers are elected to fill each position by a majority vote. The same person cannot fill more than one position. The Board Liaison or Staff Liaison will facilitate the election. If neither are available to attend the meeting, the current Chair or Vice Chair will facilitate the election.
- iii. PPP members should express their interest in filling the Social Media Coordination and Caucus/Committee Liaison positions to the PPP Chair, Vice Chair and Secretary. These officers will select members to fill these positions based on experience, interest, and availability. These positions can be filled at any time throughout the year.

## 3. Terms

All PPP Officer terms shall be one (1) year. There are no term limits.

#### 4. Position Vacancy

Upon vacancy of the office of Chair and/or Vice Chair, the 2<sup>nd</sup> Vice President will be notified. The 2<sup>nd</sup> Vice President will submit options to the President. Any replacement officer shall be installed immediately following their appointment.

### Article V: MEETINGS AND ACTIVITIES

#### 1. Meetings/Conference Calls

- a. The PPP will coordinate meetings at least once a quarter. The PPP may hold meetings more often if the interest from members exist. The quarterly meeting dates and times of the PPP will be announced to the membership by the Secretary at the beginning of each calendar year.
- b. The PPP will utilize conference calls to facilitate the meeting process.
- c. The agenda for each meeting will be organized and presented by the PPP Secretary. Each elected officer and other leadership from IAEM (e.g. Board Liaison, President, other guests) will have adequate time to bring both old and new business to the membership, gather feedback, and inform members of activity.
- d. Guest speakers may also be permitted to present at either the start or end of each meeting. Guest speakers will be selected and all logistics/formatting coordinated by the PPP Officers.
- e. Meeting minutes are stored on the IAEM website.

#### 2. Annual Meeting

- a. The IAEM PPP Annual Meeting will be held in-person at the IAEM Annual Conference.