



**INTERNATIONAL ASSOCIATION OF  
EMERGENCY MANAGERS  
CANADA COUNCIL**

**ADMINISTRATIVE POLICIES & PROCEDURES**

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 1 of 42

## TABLE OF CONTENTS

<b>I. GOVERNANCE STRUCTURE</b>	5
A. IAEM CANADA BOARD OF DIRECTORS	5
B. EXECUTIVE COMMITTEE	6
<b>II. ADMINISTRATION</b>	6
A. ADMINISTRATIVE MANAGEMENT	6
A. FISCAL MANAGEMENT	6
1. BUDGET	7
2. FUNDING	7
3. FUNDING TO IAEM CANADA	7
4. TRAVEL	8
5. REIMBURSEMENT	8
B. CORRESPONDENCE & COMMUNICATIONS	9
1. GENERAL	9
2. MINUTES	9
3. POSITION PAPERS	9
C. CODE OF CONDUCT	10
1. PRINCIPLES	10
2. CODE	11
D. STANDARDS OF BEHAVIOUR	13
E. IAEM CANADA STRATEGIC PLANNING	14
1. PURPOSE OF POLICY	14
<b>III. COMMITTEES</b>	15
A. GENERAL	15
1. COMMITTEES TO A COUNCIL	15
B. STANDING COMMITTEES OF IAEM CANADA	16
C. CEM® COMMISSION	18
D. SCHOLARSHIP COMMISSION	19
<b>IV. CONFERENCES AND MEETINGS</b>	20
A. GENERAL	20
B. MEETINGS	20
1. MEMBERSHIP	20

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 2 of 42

2. BOARD OF DIRECTORS ..... 21

3. STANDING/SPECIAL COMMITTEE..... 22

C. PRESS COVERAGE ..... 22

D. CALENDAR OF EVENTS ..... 22

1. ANNUAL CONFERENCE..... 22

**V. VOTING** ..... 23

A. GENERAL ..... 23

B. PROCEDURES..... 23

**VI. ELECTIONS**..... 24

A. OFFICERS OF THE BOARD OF DIRECTORS ..... 24

B. REGIONAL DIRECTORS ..... 24

C. ELIGIBILITY FOR ELECTION TO COUNCIL OFFICES ..... 24

D. CAMPAIGN RULES ..... 24

**VII. MEMBERSHIP**..... 26

A. GENERAL ..... 26

B. CATEGORIES..... 26

1. INDIVIDUAL ..... 26

2. AFFILIATE..... 26

3. HONOURARY ..... 26

4. LIFE ..... 27

5. STUDENT ..... 27

C. DUES..... 27

D. SERVICES ..... 28

1. ROSTERS..... 28

2. PUBLICATIONS..... 29

**VIII. COUNCILS**..... 30

A. COUNCIL OPERATIONS..... 30

**IX. REGIONS** ..... 32

A. GENERAL ..... 32

B. REGIONAL OPERATIONS..... 32

C. STUDENT REGION OPERATIONS ..... 33

1. DUES AND FEES ..... 33

2. APPROVAL PROCESS..... 34

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 3 of 42

3. ORGANIZATIONAL STRUCTURE AND ADMINISTRATION..... 34

**X. CHAPTERS** ..... 34

A. GENERAL ..... 34

B. CHAPTER OPERATIONS ..... 35

1. APPROVAL PROCESS..... 35

2. REPORTING REQUIREMENTS ..... 36

3. NAMING ..... 36

C. STUDENT CHAPTERS ..... 36

**XI. AWARDS & RECOGNITION** ..... 37

A. AWARDS..... 37

1. GLOBAL AWARDS COMPETITION ..... 37

2. IAEM CANADA AWARDS COMPETITION ..... 37

3. IAEM GLOBAL STUDENT AWARDS ..... 38

B. RECOGNITION ..... 38

**XII. WEB SITE** ..... 39

A. GENERAL ..... 39

B. MANAGEMENT..... 39

C. DISCUSSION LIST GUIDELINES ..... 40

D. SOCIAL MEDIA POLICY..... 40

**XIII. REVISION HISTORY** ..... 42

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 4 of 42

## I. GOVERNANCE STRUCTURE

### A. IAEM CANADA BOARD OF DIRECTORS

The Council is governed by an International Board of Directors (IAEM Global), and each of its Councils is governed in this way. The IAEM CANADA Board is comprised of:

1. Elected Officers (President, Vice President, Treasurer, Secretary)
2. Immediate Past President
3. Regional Presidents
4. Chapter Representatives
5. Appointed Directors
6. Commission Representatives (non-voting)

The members of the IAEM CANADA Board shall be known as the Board of Directors of IAEM CANADA.

Job duties:

1. Establish IAEM CANADA strategic policy and oversee IAEM CANADA programmes and activities.
2. Represent and serve members of IAEM CANADA. This includes participation in IAEM CANADA Board calls and the annual in-person meeting(s).
3. Facilitate IAEM programmes and priorities by way of routine two-way communications with the IAEM CANADA membership and its Regions.
4. Actively work to retain current members by reinforcing IAEM benefits, and recruit new members.
5. Appoint and support National, Regional and Chapter representatives, to carry out their duties.
6. Ensure that IAEM CANADA Bylaws are implemented.
7. Ensure practical and vigilant management of money received by the membership and other means.

If it is determined, in accordance with the IAEM CANADA Bylaws sections 11.6 and 11.7, that a Director is unable to fulfil job duties resulting in a vacancy of position, the IAEM CANADA President will officially declare the vacancy and will ensure that it is filled in accordance with IAEM CANADA Bylaws.

For purposes of duty 2 above, if an officer fails to attend 80% of the meetings within each six (6) month period from the time of appointment or election, without adequate and supported explanation, the inability to participate will be concluded. An absence may be excused by communicating with the IAEM CANADA President prior to a meeting. Every attempt should be made to arrange an alternate representative.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 5 of 42

## B. EXECUTIVE COMMITTEE

The Executive Committee is comprised of the IAEM CANADA President, Immediate Past President, Vice President, Secretary and Treasurer. The Executive Committee is vested with the responsibility of administering routine IAEM CANADA business economically and efficiently, including making budget variance decisions and reallocation of resources.

## II. ADMINISTRATION

### A. ADMINISTRATIVE MANAGEMENT

The Council may retain an association management firm to perform the administrative and management functions required for the effective and efficient continued operation of the Council and be directly responsible to the Executive Committee and, thereby, the Council membership as a whole. In lieu of a firm, the Board of Directors will provide daily administrative functions of the organization, fiduciary accountability, coordination of meetings and exhibits, government relations services, membership promotion, membership services, public relations communications, and other tasks as required.

In addition to Association management services, the Council may retain professional services for such activities as financial auditing, legal counsel, legislative assistance or other specific tasks. Such consultants shall answer to the Board of Directors.

Any contact with agents, as outlined above, shall be only with the authorisation of the President or the IAEM International Board and in cooperation with the management firm.

### A. FISCAL MANAGEMENT

It is the policy of the Council to adhere to sound fiscal practices and to administer its affairs in such a manner as to ensure fiscal solvency and transparency.

The IAEM CANADA Board of Directors administers the fiscal policies as set by the International Board of Directors and is responsible for the maintenance of adequate and appropriate records for the receipt and expenditure of all funds.

Signing authority for fiscal practices shall be allocated to the Executive Committee comprising of the President, Immediate Past President, Vice President, Secretary and Treasurer.

The IAEM CANADA Treasurer is responsible to the members for verifying that the financial records of IAEM CANADA are maintained and that the fiscal guidelines are followed. Specific tasks include an Annual Report to the membership on the general fiscal condition of IAEM CANADA and finance reports to the IAEM CANADA Board of Directors at least quarterly.

All Council funds shall be disbursed on officially printed Council cheques from approved bank accounts.

Officers of IAEM CANADA are entitled to reimbursement for expenses incurred on behalf of the Council only under the following conditions:

- i. the person is authorised to make the expenditure by the President;

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 6 of 42

- ii. the expenditure is within annual budgeted levels for the applicable line item, such as postage, travel, etc.;
- iii. the request is eligible under the administrative guidelines of the Council;
- iv. there are sufficient funds to cover the expense. Requests for reimbursement should be submitted to the Board of Directors, together with appropriate documentation within 30 days of the expenditure. Requests for reimbursement of travel expenses shall be accompanied by a trip report.

### 1. BUDGET

IAEM CANADA shall develop, approve and adhere to a reasonable budget that shall be adopted annually by the Board of Directors. The Executive Committee has the authority to re-program funds within the budget.

The draft budget shall indicate all major categories and subordinate line items of anticipated revenues and expenses such as membership dues, publications, conference fees, and contract revenue and expenses. A description of reserve funds and forecast of changes in financial position shall also be provided annually.

The proposed budget for each fiscal year shall be developed and disseminated to the Board of Directors immediately preceding the Annual General Meeting. Final approval of the budget by the Board of Directors shall take place at least 30 days prior to the commencement of the new fiscal year. The defined fiscal year is June1 – May 31 inclusive.

### 2. FUNDING

Funding for the administration and operation of IAEM CANADA may come from a variety of sources. These may include receipts from donations, memberships, subscriptions to publications, advertising revenue, proceeds from conferences and exhibitions, and interest on savings.

In addition, the Council may prepare formal proposals to agencies involved in emergency management projects that could be promoted by the expertise of IAEM CANADA members. The Board of Directors shall propose and approve as to concept the Council's submission for specific projects.

At the direction of the Board of Directors and as contractual agreement allows, the Executive Committee may be responsible for the approval and preparation of the proposals.

The Board of Directors, in close coordination with the President, may be authorized to act on behalf of the Council in negotiating and executing such contracts.

With the consent of the Board, the President shall appoint Council members to assist in the development of the proposal and staff projects. Consideration will be given to the appointment of the member initiating the funding proposal, as appropriate.

### 3. FUNDING TO IAEM CANADA

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 7 of 42

The Association will provide funding to IAEM CANADA from the apportioned amount of the membership dues collected. IAEM CANADA operations may be reimbursed on an as-needed basis as its funds are deposited into the central IAEM Account. Examples of appropriate use of the Council funding includes travel for the Board to conduct IAEM business and promote IAEM membership, and support for regionally-organised activities, meetings and communications.

#### 4. TRAVEL

Reimbursable authorised expenses for IAEM CANADA business approved travel include:

- a. The amount of the least expensive or most appropriate mode of travel.
- b. Use of a privately owned vehicle may be authorised for official travel and is reimbursable at the rate agreed prior to travel. This rate will be established by the Board of Directors in accordance with standard market rates as determined by the Canada Revenue Agency Reasonable per-kilometer allowance. <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-allowance.html>
- c. Lodging costs shall be reimbursed at the actual amount. Travellers shall use the minimum rate available or minimum conference rate. Receipts are required.
- d. Food and other appropriate out-of-pocket travel expenses are reimbursable with receipt or, the traveller may request the daily governmental per diem for the locality. Note that reimbursement may not be requested for meals included in programmed events, and the amounts of these meals are deducted from the per diem rate.
- e. Cab fares require a receipt.
- f. Parking expenses shall be reimbursed at the actual cost with a receipt. Parking or traffic violation penalties will not be reimbursed.
- g. Baggage fees will be reimbursed at the actual cost with a receipt.
- h. Laundry service is reimbursable on an emergency basis only when the travel period is extended beyond the expected period. Receipt and a justification statement must be provided.

#### 5. REIMBURSEMENT

- a. All requests for reimbursement must be officially submitted on the IAEM CANADA Reimbursement Request form and include receipts to support the request.
- b. Requests for reimbursement must be submitted within 30 days of incurred cost.
- c. Any request for reimbursement for long distance telephone calls must be accompanied by a log listing each person called and the subject discussed.
- d. Requests for reimbursement not accompanied by a receipt will be at the discretion of the Executive Committee
- e. The Treasurer is responsible for approval of reimbursements and will ensure reimbursement within 30 days of submission.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 8 of 42



- f. Travel reimbursement is only for items incurred to conduct the business of IAEM Canada; and within the time frame of the event, inclusive of the day before/day after on approval. Any expenses not directly related to IAEM business, or incurred outside the time frame, is not eligible for reimbursement.

## B. CORRESPONDENCE & COMMUNICATIONS

### 1. GENERAL

Only the IAEM Officers and authorised agents may communicate on behalf of IAEM. The Council must assure that the concerns of its membership are answered in a timely fashion. The Board of Directors will maintain a file on official correspondence.

Within IAEM CANADA, only the President and Vice President may represent IAEM in official correspondence.

Copies of official correspondence shall be provided to IAEM headquarters.

### 2. MINUTES

Accurate minutes of all Council meetings shall be made and forwarded to the Board of Directors for retention.

These records shall be available to members upon request. The IAEM CANADA Secretary is responsible for the accuracy of meeting minutes inclusive meeting held of the Board, Annual General Meeting and Special General Meetings. The Board shall approve all minutes with corrections and omissions.

IAEM CANADA minutes shall include attendees at the meeting, major discussion points, tabled items, motions made and votes taken.

The Secretary at meetings shall assure that the minutes are forwarded to the International Headquarters office for official retention. The Secretary shall also insure that all official records are passed to his/her successor upon expiration of his/her term of office, resignation or dismissal by the President.

IAEM CANADA Board decisions that may change the Administrative Policies and Procedures or affect the IAEM CANADA Bylaws, will be forwarded to the Board members for inclusion in the necessary agendas of the Board.

### 3. POSITION PAPERS

Occasionally, IAEM CANADA may issue position papers on pertinent public policy issues. The Board of Directors may formally identify issues and adopt a policy, may refer the matter to an existing or special committee for deliberation and investigation, or may vote to not endorse any policy on the issue.

A majority vote of the Board of Directors is required for the dissemination of an official position paper and will maintain a log for tracking and locating such papers.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 9 of 42

Any member aware of issues affecting IAEM CANADA or the Council and its membership should forward such information to a member of the Board of Directors.

## C. CODE OF CONDUCT

IAEM has a Code of Professional Conduct that seeks to address a range of issues that impact the emergency management professional on their day-to-day work. Maintenance of public trust and confidence is central to the effectiveness of the Emergency Management Profession. This Code of Conduct aims to ensure and justify public trust and confidence in the services provided by members of the International Association of Emergency Managers (IAEM) to ensure that high levels of competence and professional conduct are maintained.

The members of IAEM adhere to the highest standards of ethical and professional conduct. The Code of Professional Conduct for the IAEM members and Certified Emergency Managers® (whether or not they are IAEM members) reflects the spirit and proper conduct dictated by the conscience of society and commitment to the well-being of all.

### 1. PRINCIPLES

The members of the Council agree to conduct themselves in accordance with the basic principles of RESPECT, COMMITMENT, and PROFESSIONALISM.

#### RESPECT

Respect for supervising officials, colleagues, associates, and most importantly, for the people we serve, is the standard for IAEM members. We comply with all laws and regulations applicable to our purpose and position and will responsibly and impartially, apply them to all concerned. We respect fiscal resources by evaluating organizational decisions to provide the best service or product at a minimal cost without sacrificing quality.

#### COMMITMENT

IAEM members commit themselves to promoting decisions that engender trust and those we serve. We commit to continuous improvement by fairly administering the affairs of our positions, by fostering honest and trustworthy relationships, and by striving for impeccable accuracy and clarity in what we say or write. We commit to enhancing stewardship of resources and the caliber of service we deliver while striving to improve the quality of life in the community we serve.

#### PROFESSIONALISM

IAEM is an organization that actively promotes professionalism to ensure public confidence in Emergency Management. Our reputations are built on the faithful discharge of our duties.

Our professionalism is founded on Education, Safety and Protection of Life and Property.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>10</b> of <b>42</b>

2. CODE

1. **Quality:** Members shall aim to maintain high quality work at all times and apply the ‘Principles of Emergency Management in their professional undertakings. Quality may be assessed by audits, monitoring, quality processes, or other appropriate means.
2. **Professional Independence:** IAEM Members, however employed, owe a primary loyalty to the people in the community they serve and the environment they affect. Their practice should be performed according to high standards and ethical principles, maintaining respect for human dignity. Emergency management practitioners shall seek to ensure professional independence in the execution of their functions. The term professional independence relates to the function of the practitioners within the organisation in which they practice. Their role may be advisory or executive.
3. **Legal Requirements:** Members must abide by the legal requirements relating to their practice, and practitioners have a duty to ensure due diligence of awareness of the appropriate legal requirements for the territory in which they practice.
4. **Objectivity:** Members called to give an opinion in their professional capacity shall be honest and, to the best of their ability, objective and reliable. Objectivity and reliability is based on the best current available knowledge, or in the absence of such knowledge, reference to appropriate emergency planning and management principles.
5. **Competence: Members shall not undertake responsibilities as emergency management** practitioners if they do not believe themselves competent to discharge them. Members shall acknowledge any limitations in their own competence. In pursuit of this members shall take all reasonable steps to obtain, maintain and develop their professional competence by attention to new developments and shall encourage others working under their supervision to do so.

Competence is defined as ‘the possession of sufficient knowledge, experience and skill to enable a person to know what he or she is doing and to be able to carry out a task in the way in which a person competent in the activity would expect it to be done and to have an appreciation of one’s own limitations’. Competence is maintained by undertaking continuing professional development and certification (CEM®) and may be supplemented at appropriate levels by membership of other specialist bodies.

6. **Abuse of Membership:** Members shall not improperly use their membership of IAEM for commercial or personal gain.
7. **Conflict of Interest:** Members shall avoid their professional judgment being influenced by any conflict of interest and shall inform their employer, or client, of any conflict between their own personal interest and service to the relevant party. For example, a consultant may be aware that his/her recommendations are not being implemented, but continues to advise the organisation in order to avoid losing the revenue associated with the contract. The members, officers and agents of the Council shall act in the best interest of the Council at all times and shall avoid activities resulting in actual or implied personal gain in keeping with the highest standards of ethics and professionalism.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 11 of 42

8. **Confidentiality:** Members shall not improperly disclose any information which may reasonably be considered to be prejudicial to the business of any present or past employer or client.
9. **Professional Responsibility:** Members shall accept professional responsibility for all their work and shall take all reasonable steps to ensure that persons working under their authority or supervision are competent to carry out the tasks assigned to them; are treated with fairness and equal opportunity; and accept responsibility for the work done on the authority delegated by them.

Where members have good reason to believe that their professional advice is not being followed, they shall take all reasonable steps to ensure that persons overruling or neglecting their advice are made aware of the potential adverse consequences which may result. In such instance it is advisable that such actions are recorded in writing.

10. **Upholding the Aims and Objectives:** Members shall have regard to the reputation and good standing of The Society, other members' professional practice and standards, and shall not knowingly bring them into disrepute. Disrepute amounts to the loss of a previously good reputation. It may arise from the conduct of a member who by act or omission lowers the professional reputation of The Council and its members in the view of right thinking members of The Council generally. At all times members shall seek to uphold the bylaws and APPs of the IAEM.
11. **Professional Reputation:** Members shall not in the course of their practice recklessly or maliciously injure, or attempt to injure, whether directly or indirectly, the professional reputation, prospects or business of another.
12. **Members Relations inter se:** Members shall at all times treat other members of the Council with the utmost respect and fairness, and at no time undermine their integrity and dignity. Members will at all times seek to work in a cooperative and productive way with each other. Elected representatives have a particular responsibility in this regard; to ensure that all members and their views are heard, valued, and respected.
13. **Financial Propriety:** Members shall maintain financial propriety in all their professional dealings with employers and clients. Any inducements which may be seen as prejudicial to professional independence or in breach of contractual or moral obligations should be discouraged.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 12 of 42

#### D. STANDARDS OF BEHAVIOUR

The IAEM CANADA Board of Directors shall respond to any and all questions or claims of violations of “Standards of Behaviour” (Ethical, and Conflicts of Interest) by investigating the reported breach.

Any member with questions regarding a violation of the IAEM Code of Ethics or Conflict of Interest Policy may submit the inquiry in writing to their Regional President or any member of the IAEM CANADA Board of Directors. This inquiry should include specific details. The IAEM CANADA President shall determine the appropriate schedule for review of the matter, whether at the next scheduled Board meeting or a special meeting called to address the inquiry.

If the inquiry involves an elected member, the involved party’s official capacity will be suspended pending the outcome of the investigation.

If the Board finds validity in the claim, it may appoint a person to investigate. If the inquiry pertains to the Certified Emergency Manager® designation or its use, the Board will involve the CEM® Commission.

Before a final determination is made, due process requires that the individual(s) against whom the claim has been lodged shall be notified in writing by registered mail of the allegation. Such individual(s) shall be afforded not less than 30 days after the receipt of notification, an opportunity to reply to the allegation, either in writing or by communication directly to a meeting of the Board.

If the Board determines by a two-thirds majority that a violation of the Code of Ethics or Conflict of Interest Policy has occurred, disciplinary actions that may be taken include, but are not limited to:

1. Verbal or written warning
2. Written censure
3. Demand for restitution
4. Suspension of membership.
5. Termination of membership

A determination shall be made by the Board and a response signed by the President forthwith.

The decision of the IAEM CANADA Board may be appealed to the Association (IAEM Global) Board of Directors. The s Board of Directors may uphold the decision of the IAEM CANADA Board or request that the decision or disciplinary action be reconsidered in line with recommendations made by the Global Board. The IAEM CANADA Board will consider the recommendation(s) of the Global Board of Directors and finalise the determination of the complaint.

If the allegation made is against an officer of IAEM CANADA the Global Board of Directors shall deliberate the matter.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>13</b> of <b>42</b>

## E. IAEM CANADA STRATEGIC PLANNING

### 1. PURPOSE OF POLICY

To provide a sustainable method for continual improvement and management of the Council’s strategic planning process.

### 2. STRATEGIC PLANNING ROLES AND RESPONSIBILITIES

- a. IAEM CANADA Board of Directors are responsible for developing the fundamental organisational assumptions and key issues list for implementation and update of the Strategic Plan.
- b. The IAEM CANADA President, in collaboration with the IAEM CANADA Board of Directors, is responsible for alignment of the Strategic Plan, work plan, management scope of work and budget with IAEM CANADA Board approval.
- c. The IAEM CANADA President and Board of Directors is responsible for annually updating the CANADA Strategic Plan; incorporating committee goals and objectives into the Strategic Plan; providing feedback to the Board on the implementation of the Strategic Plan and conducting, as needed, a competitive analysis, SWOT (Strengths-Weaknesses-Opportunities and Threats) analysis, and additional research at the instruction of the Board.
- d. Committee Chairs are responsible for annually providing updates on goals and objectives as needed to the Strategic Planning Committee.

### 3. STRATEGIC PLAN IMPLEMENTATION PROCESS

- a. The approved CANADA Strategic Plan will be utilised to create the annual work plan and budget.
- b. The approved CANADA Strategic Plan (excluding competitive information) must be disseminated to all Council members.

### 4. STRATEGIC PLAN UPDATE PROCESS

- a. The Board of Directors will accept data provided by the IAEM CANADA Board for the purposes of reviewing and updating the Strategic Plan;
- b. The IAEM CANADA Strategic Plan must be reviewed on an annual basis and updated if required;
- c. The Three Year IAEM CANADA Strategic Plan will be submitted for membership approval at the AGM.
- d. The Three Year IAEM CANADA Strategic Plan will be will be submitted to IAEM GLOBAL for approval

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 14 of 42

## 5. STRATEGIC PLANNING PERFORMANCE MEASURES

The strategic planning process is considered successful when:

- a. The fundamental organisational assumptions, key issues, competitive analysis, SWOT analysis are updated for accuracy as needed.
- b. The CANADA Strategic Plan is reviewed prior to the end of the fiscal year (May 31) of each year, and updated if required.
- c. The IAEM CANADA Board approves the Strategic Plan prior to the end of the fiscal year (May 31) of each year.
- d. The President in collaboration with the Board of Directors aligns the Strategic Plan, work plan, management scope of work and budget by July of each year.

## III. COMMITTEES

### A. GENERAL

The Council will have standing and ad hoc committees to meet the mission and vision of the organisation. Committees will have Chairs that will be responsible for leading the individual committees and will ensure the assignments are accomplished.

IAEM CANADA will mirror this structure having, where required and subject to the Canada Not-For-Profit Corporations Act standing and ad hoc committees and work groups, together with Terms of Reference as approved by the Board of Directors.

#### 1. COMMITTEES TO A COUNCIL

The Council President will nominate chairs and co-chairs for each committee established to support their Council at least 30 days before the current chair's term expires or within 30 days after a position becomes vacant. Nominations will be made from members in good standing and will be approved by the Board.

The Regional President will nominate chairs and co-chairs for each committee established to support the Region at least 30 days before the current chair's term expires or within 30 days after a position becomes vacant. Nominations will be made from members in good standing and will be approved by the Regions Board.

Some committees are active by the very nature of their assignment. Others may require guidance and structure.

Chairs of standing committees will serve 2-year terms. The terms of service for chairs and co-chairs should be staggered. At the discretion of the appointing Board or Council, the chairs for the ad hoc committees may serve for the duration of their assignment or if the committee exists for more than two years.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 15 of 42

The selection of members of committees shall consist of a geographic representative group, may include all categories of membership, and shall represent various interests, if possible.

Within 30 days of appointment the Committee Chair(s) shall determine the committee's membership with Board or Council approval. Sources of membership may include: individuals from the IAEM headquarters volunteer database; Regional President recommendations; and individuals who express an interest to the Chair(s).

The President, Council or Regional President may assign members of their Board to serve as liaison to specific committees to monitor the committee's progress throughout the year and report to their Boards.

Recommendations for appointment to any committee may result from a consideration of the following factors:

- a. The appointed party must be a member in good standing;
- b. Capability to attend the AGM and Conference;
- c. Capability to attend Committee meetings during the year;
- d. Capability to devote two or more hours a month to Council business, as may be required;
- e. Capability to weigh and consider issues in an objective manner;
- f. Capability to communicate with other committee members in an open and direct manner.

The Chair(s) may appoint an Advisory Panel to their Committee composed of individuals who are not IAEM members but have knowledge, skills, and abilities that would enhance the function of the Committee. Advisory Panel members will have no voting authority on the Committee.

## B. STANDING COMMITTEES OF IAEM CANADA

In accordance with the Bylaws, the following Standing Committees shall operate with primary objectives as listed below:

### 1. COMMUNICATION & MARKETING COMMITTEE

The Communication & Marketing Committee supervises and updates the content of IAEM CANADA's web site and its internet presence including social media, web content and format. The Committee also:

- a. Raises awareness of benefits of joining IAEM CANADA.
- b. Raises importance of AEM/CEM certification and recertification.
- c. Supports communications & marketing initiatives for IAEM CANADA.

### 2. GOVERNANCE COMMITTEE

The mission of the Governance Committee is to:

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 16 of 42



- a. Review Bylaws and make recommendations for revision by the membership
- b. Monitor adherence to provisions of the Bylaws.
- c. Review the IAEM CANADA Administrative Policies and Procedures for consistency to the Bylaws. Provide IAEM Councils with Bylaw samples.
- d. Review IAEM Council Bylaws for consistency with the international Bylaws.
- e. Develop resolutions outlining the position and policy of the Council on specific issues, as appropriate.
- f. Present proposed resolutions to the membership for adoption at the Annual Conference. Oversee governance activities of the Regions.

The proposed changes to the IAEM CANADA Bylaws must be circulated to the membership 30 days prior to Annual General Meeting at which the vote for the adoption of the changes will be taken. This is to allow the Board to consult their membership and represent the majority view of their members in their vote at the Board meeting.

Advance the legislative and regulatory interests of IAEM CANADA through pro-active coordination with other global organisations. Monitor proposed legislation at the international and national level within CANADA which may impact emergency management activities or the goals of the Council or may set a precedent for the future legal implications and activities of members.

### 3. MEMBERSHIP ENGAGEMENT COMMITTEE

The mission of the Membership Engagement Committee is to:

- a. Analyse membership trends, assist in the development of membership recruitment campaigns, and ensure that membership services are being provided.
- b. Explore all areas for membership growth throughout the public, private, educational and NGO sectors.

Work groups of this standing committee will consist of:

- Awards nominations
- Accreditations
- Recognition

Since it is the policy and practice of the Council to recognise and honour persons who have made special or significant contributions to the field of emergency management and who have represented the profession well by their outstanding performance, the Committee will solicit nominations for awards, review nominations, interpret committee guidelines, determine eligibility, and assist in the procurement and presentation of awards at the Annual Conference.

The Membership Committee will also oversee nominations for elections and accreditations within the Council. This in no way precludes Regions from constructing their own Awards.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 17 of 42

#### 4. PARTNERSHIP ENGAGEMENT COMMITTEE

The mission of the Partnership Engagement Committee is to:

- a. Foster relationships with the local, provincial/territorial, aboriginal and national levels of government, the private sector agencies and Councils, boards, and commissions that support emergency management and planning initiatives.
- b. Monitor proposed legislation at the local, provincial/territorial, aboriginal and national levels which may impact emergency management activities or the goals of the Council, or may set a precedent for future legal implications

#### 5. PROFESSIONAL DEVELOPMENT COMMITTEE

The mission of the Professional Development Committee is to;

- a. Analyse and publicise training and education which is available to upgrade the professional standards of the members of the Council,
- b. Participate in the development of training programmes affecting emergency management activities,
- c. Serve as a clearinghouse for information on training activities occurring within IAEM CANADA.

### C. CEM® COMMISSION

IAEM provides the Certified Emergency Manager® (CEM®) program as a service to the profession. The IAEM Board of Directors has final authority on CEM® requirements and policy. The Board establishes the CEM® budget and approves appointment of Commissioners.

The CEM® program is served by a volunteer Commission, the major function of which is to serve as a peer review body. Commissioners evaluate CEM® candidate submissions and also maintain policy under the Board's supervision. Commissioners are nominated annually by the Commission and approved by the Board. Commission roles and responsibilities, and CEM® procedures are outlined in the "IAEM CEM® Commission Manual;" the Commission has the latitude to make decisions on International applications to evaluate them based on the overall candidate qualifications.

The CEM® Commission elects its own chair and vice chair annually.

CEM® is a registered trademark of the Certificate of Emergency Management Programme and may only be used in connection with that programme.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 18 of 42

#### D. SCHOLARSHIP COMMISSION

The Scholarship Commission is appointed by the IAEM Board of Directors to conduct the business of the scholarship program. The Commission formulates its own slate of nominations for Board approval, and elects its own chair and vice chair annually. The Commission is installed at the IAEM Annual Conference each year. Terms are for two years and half the Commissioners are reappointed or replaced each year. An IAEM staff person will be a non-voting member on the Commission. The Professional Standards Director is the Scholarship Commission’s liaison to the IAEM Board and also serves as a non-voting member on the Commission.

A major function of the Commission is to make scholarship awards. The Commission is charged to:

1. Solicit applications, process candidates and make scholarship awards; recommend program policy to IAEM Board of Directors; assist with fundraising and marketing effort; report to the IAEM Board on status of the scholarship program.
2. The Commission assures the program remains open, fair and impartial; retains integrity; and implements the mission of emergency management by assuring applicants have met the minimum standards outlined in the scholarship program.

The Commission is composed of the following:

- One Academic representative
- One Public partner representative
- One representative from each counsel
- One global Board representative
- One Past recipient
- One Bronze/Silver Donor representative
- One Gold/Platinum Donor representative
- Two Members At-large representatives
- IAEM HQ staff liaison
- Professional Standards Director

The Commission will meet at least annually. Meetings will be announced at least 30 days in advance. Some issues may require prompt or immediate action by the Commission. In such cases, business may be conducted by mail or conference call.

Members of the Commission may not apply for a scholarship.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>19</b> of <b>42</b>

## IV. CONFERENCES AND MEETINGS

### A. GENERAL

The Council will schedule and conduct a variety of conferences, meetings, seminars and workshops that are designed to meet the professional needs of Council members, provide for an exchange of information, establish a positive image reflecting the Council's goals and objectives, and conduct the official business of the Council.

All types of official assembly of the Council are subject to accepted open meeting practices upon payment of applicable membership dues and/or fees. Exceptions to this policy may exist in Executive Committee or Board of Directors meetings where issues of a sensitive, confidential, or contractual nature are to be discussed.

No person shall be allowed to disrupt any official assembly of the Council in the conduct of its business.

The EMEX badge is specific to exhibitions held on conjunction with IAEM Conferences as approved by the IAEM Board and may not be used to identify any other event.

### B. MEETINGS

#### 1. MEMBERSHIP

Voting by the membership (as defined in Section 9 of the Bylaws) shall be conducted by electronic ballot prior to and in conjunction with the Annual General Meeting.

- a. The Board may establish a specific time at both the Annual and Mid-year Conferences for an open discussion among members to be known as the Members' Forum. All Board members shall attend unless excused by the President. The following guidelines apply for conduct of the session:
- b. Since this forum is for members, officers and staff are restricted from speaking and may only interject when requested by the speaker or to ask for clarification.
- c. This forum is to present information, express concerns, and suggest methods to resolve problems. Early termination may occur only as the result of a two-thirds vote of the members present.
- d. A sign-up sheet shall be available prior to the session and members will be asked to speak in the order in which they signed the roster.
- e. To allow all who wish to speak, each person shall be allowed a maximum of five minutes and can speak to any issue only once as long as there are others who have not had the same opportunity to speak.
- f. A summary of the session will be made to include speaker names and topics/issues.

The Council also provides an online discussion forum to address concerns throughout the year.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>20</b> of <b>42</b>

## 2. BOARD OF DIRECTORS

For the purpose of conducting the business of the Council, a majority of the members of the Board of Directors shall constitute a quorum. Records shall be maintained documenting all attempts to notify all members of the Board of Directors of the meeting times and locations.

If a Director is unable to participate in a meeting of the Board of Directors, he/she shall follow Council bylaws or may appoint an Individual or Affiliate member of the Council in good standing from within that Council or category of membership represented by his/her seat, to serve as representative on the Board. The President shall be notified of such appointment prior to allowing that alternate to vote as a member of the Board.

If an Officer is unable to participate in a Board meeting, he/she shall specify another Officer to represent them.

The Council will conduct an Orientation for newly elected Board Members at the Annual Conference in conjunction with their first Board Meeting. The Orientation will include information on director and officer duties, Bylaws, Administrative Policies and Procedures, Council finances, and current IAEM projects and activities.

Meetings of the Board of Directors of the Council shall be held, at a minimum, quarterly:

- a. First meeting of the term - immediately following the AGM Incoming and outgoing board members will meet together to ensure a smooth transition in the conduct of the business of the Council;
- b. Second and Third meeting - at a time designated by the President;
- c. Last meeting of the term – one month prior to the AGM.

Special meetings of the Board of Directors may be called by the President at any time for the purpose of conducting specific business of the Council and/or upon the request of a majority of the Board of Directors, provided that only the business that necessitated the meeting shall be acted upon at such special meetings.

Special meetings held through Conference Calls shall be conducted similar to face-to-face meetings, motions for action may be voted on and shall be clearly stated twice in order to decrease the possibility of misunderstanding, and votes shall be roll-call recorded.

General members of the Council are welcome at all meetings as observers and may provide input when invited to do so. The President has the prerogative to call the Board into Executive Session which shall be open only to Board members.

Special meetings of members may be called by the Board of Directors in accordance with Section 167 of the Canada Not-For-Profit Corporations Act, on written requisition of member carrying not less than 5% of voting rights. If Directors do not call a meeting within 30 days for receipt of the requisition, any signing member may call the meeting.

The Board will select a Councils Mid-Year Event at which to base the Mid-Year Board Meeting.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>21</b> of <b>42</b>

### 3. STANDING/SPECIAL COMMITTEE

Upon appointment of a Committee Chairperson and members, the Chairperson shall review the existing guidelines for the committee, make recommended changes and provide a scope of work to committee members.

Committee meetings will be held at a minimum quarterly, or as scheduled by the Committee Chairperson.

Due to the wide geographical separation among committee members, most committee business may be accomplished by internet or conference calls.

Actions requiring a vote of members will be documented.

### C. PRESS COVERAGE

Reporter attendance at IAEM events is welcomed and encouraged; since IAEM is the largest Council in the world for emergency management professionals, it is important that trade publications remain informed of Council activities. A special press rate is extended to representatives of all such publications; the fees cover costs associated with such participation.

### D. CALENDAR OF EVENTS

#### 1. ANNUAL CONFERENCE

The Annual Conference programme will outline the Council Conference events.

The Councils Board will select a Council's conference event to be the Councils Annual Conference on the basis of sound business practices for the development of the Council.

Site options are to be solicited from appropriate parties in the Council areas, interested hosts are to contact headquarters to indicate same.

IAEM staff, under the Council President's supervision, initiates all proposal solicitations, contract negotiations and facility arrangements. The Board of Directors keeps the interested host informed and assists in preparing the site presentation for the Councils membership, using established rating criteria.

During their first meeting, the new Board of Directors shall select an announced Council Conference to be that year's Annual Council Conference.

The selection of a Council's Conference to be the Councils Annual Conference requires that the host Council assign 25% of the profits made to the Councils funds. The remaining 75% of the profits will remain with the host Council.

All other Council Conferences will be supported by the Council and a profit share negotiated on a case by case basis.

The host Council recommends a programme format and identifies possible speakers. IAEM staff performs all associated administrative tasks including speaker coordination, facility arrangements, preparation of conference materials, promotion, and exhibit production. The

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>22</b> of <b>42</b>

Board of Directors is apprised of conference preparations and may submit guidance for the 'international' content.

## VOTING

### E. GENERAL

Voting rights are granted in accordance with the following membership categories:

Individual	Full voting rights
Life	Full voting rights
Affiliate	Full voting rights
Student	No voting rights
Honourary	No voting rights

All voting is handled electronically using the online election system that is part of the IAEM membership database. This preserves member confidentiality and assures that votes are cast only by members who are eligible to vote in a particular election. The election records remain a permanent part of the IAEM membership database

### F. PROCEDURES

Matters requiring action of the Council membership shall be voted on and must pass by a majority of eligible votes cast, unless otherwise specified in the Bylaws or Policies and Procedures.

Matters of business arising on the floor of the AGM requires 90% approval.

The proposition must be accomplished by a petition signed by 2% or no less than 50 members eligible to vote.

The Board may place propositions on the ballot with a two-thirds vote of the entire Board.

An online voting page will be set up for each Council officers election and each Council vote on bylaw amendments, including candidate statements, red-lined bylaws if applicable, voting process, voter eligibility, and a link to the online ballot. A report of voting results will be provided to the designated election officials for the Council elections. The IAEM CANADA Officers election ends every two years after the AGM. Other Council officers and Regional elections are handled online as described above, with the election dates specified by agreement with the current Council or Regional president.

All challenges of elections will be heard by the Board of Directors at a Special Meeting called by the President.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>23</b> of <b>42</b>

## V. ELECTIONS

### A. OFFICERS OF THE BOARD OF DIRECTORS

The officers shall be elected to their offices by a majority of eligible votes cast the members of the Board of Directors. Any appointed member of the Board of Directors may stand for election by their peers. Those standing may not vote, and in the event of a tied vote the President at the time of the vote will make a casting vote. The elected Officers of the Board will serve two years but may stand for re-election if they are returned to the Board of Directors by their Council.

### B. REGIONAL DIRECTORS

In addition to the above officers, directors are selected from among the constituencies they represent. To be elected, appointed or remain as regional president, the candidate must be an Individual or Affiliate member in good standing. Only Council Officers or Regional Presidents can take up seats on the Board of Directors to represent their Councils.

As a minimum, a Region must have at least seven (7) members and will fill the following positions:

1. Region President
2. Region Vice-President
3. Region Secretary

The officers of a Region will be selected by majority vote by the members of that Region. Should a conflict arise in selecting the officers of a Region, the Board of Directors of IAEM-CANADA will appoint the officers of that Region. All officers of a Region hold their positions at the will of the Board of Directors.

Regions operate with the approval of the Board of Directors.

Region Presidents will have a voting position (one vote) on the IAEM – CANADA Board of Directors

### C. ELIGIBILITY FOR ELECTION TO COUNCIL OFFICES

In order to be placed on the ballot for election to an office, the candidate must submit the following to the Past President 60 days prior to the Annual General Membership meeting.

1. A letter stating candidacy;
2. A letter from the candidate's immediate supervisor supporting the time and travel necessary to satisfactorily fulfil the requirements of the office;
3. A brief resume; and
4. Meet the requirements in Bylaws Section 11.

### D. CAMPAIGN RULES

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 24 of 42



Individuals seeking election to the offices of President, Vice President, Secretary and Treasurer have three opportunities to make statements to the members of the Council regarding their election.

1. Candidates may submit a 400-500 word statement of their stance on issues pertinent to IAEM and their election to office, to the IAEM newsletter editor for publication two months prior to the election.
2. Candidates may mail one direct letter or postcard to members as a campaign tool and will receive the mail labels complimentary from IAEM headquarters. Such mailings may not include absentee ballot copies (which are the responsibility of the IAEM Nominations and Credentials Committee and the IAEM staff) nor may they include any promotional items exceeding .50¢ (fifty cents CND) in value. If the content of the mailing is derogatory to other candidates, the candidate initiating the mailing may be disqualified.
3. All candidates shall be afforded equal opportunity to address the membership at the Annual Conference during a general session prior to the polls closing. They may make a statement of their positions on IAEM issues and discuss their personal qualifications to hold the office they seek.
4. Candidates may not use the IAEM discussion list or regional list serves to promote themselves.
5. IAEM staff will facilitate the use of the IAEM web site in preparation for the election of officers.

All candidates' campaign material at the Annual Conference (signs, posters, etc.), will be subject to the rules of the conference facility regarding display, mounting and distribution.

The ballot shall be made available to the voting membership in the month preceding the Annual Conference.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>25</b> of <b>42</b>

## VI. MEMBERSHIP

### A. GENERAL

Membership recruitment campaigns will be coordinated by the Membership Chairperson along with the President. The Membership Committee chairperson will inform the Board of Directors of all membership and projects, so as not to cause duplication of effort on the international level and council level.

Membership applications shall be screened by the Membership chair to assure placement of members in the proper membership category at the time the application is received. Questions regarding appropriate placement will be referred to the Council President for contact with the applicant.

Applicants who have selected an inappropriate category will be contacted to resolve the issue.

Appeals to the decision regarding membership applications shall be addressed by the President.

### B. CATEGORIES

#### 1. INDIVIDUAL

Individual membership is defined as an individual professionally engaged or interested in the furtherance of emergency management and allied fields. The membership belongs to the member jurisdiction or entity paying the dues. If the individual representing that jurisdiction or entity leaves, the membership may be transferred to another individual who manages the emergency management program.

Individual members have full voting rights, may run for international office, may chair or work on any committee as assigned, and have full rights of membership in the Council.

#### 2. AFFILIATE

Affiliate membership is available to any organisation/party which provides products, services or other resources which support IAEM and its members. The membership belongs to the organisation/party paying the dues. The Affiliate may designate one person to represent the Affiliate member at conferences, committees, task forces, or other Council activities. That name shall be submitted to the Board of Directors and President.

The assigned Affiliate representative may work on committees, have full voting rights with one vote per organization/party, but not hold office.

#### 3. HONOURARY

Honourary membership may be awarded annually by a majority vote of the Board of Directors to persons for outstanding contributions towards the advancement of emergency management. Honourary members may work on committees, but may not vote or hold office.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 26 of 42

#### 4. LIFE

Life membership shall be accorded to each Individual member who has been a member of IAEM for 15 or more consecutive years and to Past Presidents of the Council who have served their term of office provided that the member is no longer associated with a political subdivision or organisation/party in a capacity which would make them eligible for Individual membership.

The membership is for the remainder of the member's life. Life members have full voting rights and may chair or work on committees, but may not hold office.

#### 5. STUDENT

This membership is available to any individual attending a post-secondary institution in a fulltime capacity, as designated by that institution, OR, is attending a post-secondary institution in a part-time capacity and not employed in full-time in emergency management. The student's status must be verified, when requested by the Council, by an official of the institution. Student members may participate on committees, but may not vote or hold international office (except for the Student Region President, who has a voice in vote on the Board of Directors as well as in all business matters of the Council.)

### C. DUES

Membership dues are established in \$US Dollars at the following rates:

Individual Membership	US\$110
Affiliate Membership	US\$835
Honourary Membership	No Dues
Life Membership	No Dues
Student Membership *	US\$45

*(\*Dispersion of Student Membership: \$10 Global Student Council, \$5 International Student Development Fund, \$10 Geographic Council with which the student is associated, \$10 Student Region with which the student is associated, \$10 IAEM Global fund, No Dues Will be set by the Student Council)*

Membership is based on an anniversary year. This means that membership will be valid for one year from join/renew date.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>27</b> of <b>42</b>

The President has the authority to grant free membership. Membership rates for the coming year for all categories of membership and all Councils will be announced on or before 1st of August every year.

Members may petition the Board to change Administrative Policies and Procedures according to Bylaws Article VIII Rights of Members.

For the time period April 1 to September 30 new members (defined as those who have not paid dues within the last three years) may join at a pro-rated basis. The Board of Directors also has the authority to grant several months' free membership to new applicants, depending on the time of year.

#### D. SERVICES

It is the policy of this Council to provide the following services to its members:

1. information relating to emergency management;
2. legislative updates;
3. participation in program design through appointment to committees or work groups;
4. Assistance in local program development through information sharing and problem solving forums.

Affiliate members will receive special space in the annual directory, opportunity for discounted exhibit fee at annual conference, 1 set of mailing labels for the annual conference participants, monthly bulletin subscription, and a membership plaque.

In accordance with contractual requirements, it shall be the responsibility of the Board of Directors to provide membership services.

##### 1. ROSTERS

It shall be the policy of this Council to provide its members with rosters of the leadership and membership of the Council. Leadership includes the Board, committee chairs, and staff.

Immediately following the AGM, leadership contact information shall be published in the IAEM BULLETIN and/or posted online.

In accordance with contractual requirements, on March 15 of each year, the Board of Directors shall prepare and disseminate to the membership a roster listing all members of the Council. This roster shall contain a listing of the name, title, business address, telephone number, membership category, and region of all members.

Council rosters are the exclusive property of the Council and shall not be used for any commercial gain or purpose without the receipt of a signed Memorandum of Understanding indicating the party will not reproduce the list, use of which constitutes a one-time rental agreement.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 28 of 42

## 2. PUBLICATIONS

The primary vehicle through which information shall be provided to Council members is the IAEM BULLETIN.

In accordance with contractual requirements, IAEM shall publish and distribute the BULLETIN to all members on a schedule determined by the Board of Directors as reflected in the annual budget.

Complimentary receipt of the IAEM BULLETIN may be provided at the discretion of the Board of Directors or Editor, to such contacts as press, professional organisations, national partners and elected officials.

Each member of the Council is encouraged to submit items of interest for publication in the BULLETIN. The Communications & Marketing Committee is responsible for making decisions regarding the content for the BULLETIN.

On the approval of the Board of Directors, special reports, concept or position papers, or other documents may be published and distributed to the membership of the Council.

Information published by the Council may or may not reflect the position of the Council. Questions regarding the source of information disseminated shall be referred to the Board of Directors.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>29</b> of <b>42</b>

## VII. COUNCILS

### A. COUNCIL OPERATIONS

Each Council is operated as a sub-unit of the International organisation. They elect a President who serves on the IAEM Board, and has administrative and fiduciary responsibility to the IAEM Board. They will select additional Board members dependent upon the seats allocated.

When a region undertakes to become a Council, the body needs to be approved by the IAEM Board. When requesting such recognition they must submit a constitution for the new Council that formally adopts the IAEM Bylaws and demonstrates compliance with the APP's. The request must be supported by nominations for election to the post of President, Vice President, Secretary and Treasurer of the new Council that will be put to the new Councils members once it has been recognised by the Board. The Membership Committee can assist new Councils with this procedure.

No activities or transactions may be undertaken in the name of the new Council until the new body has been recognised by the IAEM Board. All development activities of a new Council must take place under the title and management structure of the IAEM Board.

Each Council shall formally adopt Bylaws which, at a minimum, do not conflict with the Bylaws or Policies and Procedures of the Council.

The Global Student Council role is to mentor student regions with their operations (such as giving guidance on how to elect their representative to the GSC Board and how to prepare their annual budget/plan for their geographic council approval), to foster development of student regions in areas that have unaffiliated students, and to organize activities involving all student regions such as those that occur onsite at the IAEM Annual Conference.

The geographic councils are responsible for the financial oversight and approval of annual work plans/budgets for their respective student regions (currently CANADA, Oceania and USA Student Regions).

The Global Student Council is responsible for establishment of annual work plans/budgets for the Global International Development Fund, Global Student Council apportionment and dues portions received from the unaffiliated students. The Global Board will review and approve allocations for these accumulated funds annually.

#### FINANCES:

Each Council may determine the appropriate methods for funding Council and Regional operations, but shall report financial status to the Association headquarters.

1. Each Council has the authority to establish a bank account in the name of the "IAEM 'Council Name.'" Each Council shall formally adopt Financial Procedures which, at a minimum, do not conflict with the financial reporting and filing procedures of the Association. Each Council shall follow good accounting practices, shall document all income and expenditures and shall conduct an annual audit of the account in accordance with the guidelines established by the International Office.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>30</b> of <b>42</b>

IAEM CANADA Council Administrative Policies & Procedures

2. Any income earned in the Council's name within a Council will be controlled by that Council, however, financial records must be provided to the International organisation as prescribed by the Canada Revenue Agency.
3. IAEM headquarters maintains accounts apportioned to each council and to each fund. Expenses incurred within the councils and student regions may be reimbursed on an as-needed basis, or paid directly as authorized by council treasurers or presidents.
4. A Regional/Council Finance Report Form (a Chapter Annual Report for chapters) including copies of any bank statements must be submitted to the requisite headquarters by the treasurer or president for tax filing purposes by 30 June each year for 1 June-31 May of the previous year.
5. Funds will be dispersed upon request of the Council president. Examples of appropriate use of funds include travel for council leadership to conduct IAEM business and promote IAEM membership, support for activities organized within the council/region/chapter, meetings and communications.
6. IAEM Global headquarters forwards monthly finance reports to the council treasurers and presidents.
7. Student Regions for CANADA, Oceania and USA receive their \$10/member allotment based on their member count on 31 May each year. This forms the basis of their student regional annual budget and must be used within the year and do not accrue. Unused funds may be carried over for a specific purpose with authorization prior to the end of the fiscal year 31 May. The student region treasurer or president must submit a written carry-over request to their geographic council president/treasurer and CEO prior to the conclusion of the fiscal year, clearly describing the amount to be carried over and the purpose. Otherwise, unused funds revert to the geographic council.
8. Funds can accumulate year-to-year for the Global Student Council (\$2 dues allotment), International Development Fund (\$3) and \$10 dues allotments generated by dues payments from students who do not have a formal student regional structure (Asia, LATAM, Europa and International). These funds accumulate for the purpose of generating enough resources to support standing up a student structure in their council. The Global Board will review and approve allocations for these accumulated funds annually.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>31</b> of <b>42</b>

## VIII. REGIONS

### A. GENERAL

A Council may be geographically divided into regions. New regions may be formed when a geographic area, (perhaps, but not necessarily a Province or Territory), reaches more than 7 members which would entitle them to a seat on the Council. In some cases, multiple Provinces or Territories may form a region, e.g. the Atlantic Region.

In the interim those members without sufficient local members to create a new Region are members of the IAEM CANADA Council until reaching the required number to form their own.

The boundaries of Regions of IAEM CANADA are as follows:

Alberta Region	British Columbia Region	Ontario Region
Quebec Region	Northern Region	Atlantic Region
Prairie Region Saskatchewan, Manitoba	Yukon Territory, Northwest Territory, Nunavut	Nova Scotia, Prince Edward Island, Newfoundland, New Brunswick

### B. REGIONAL OPERATIONS

Each Region is operated as a sub-unit of its Council, and elects a President who serves on the Board of Directors of the Council, and has administrative and fiduciary responsibility to the International organisation.

When 7 or more IAEM members undertake to support a newly formed Region, which is defined by a geographical boundary and is a viable body of IAEM membership; they are required to request that the Council recognize the establishment of the new Region.

When requesting such recognition, they must submit a constitution for the new Region that formally adopts the IAEM CANADA Bylaws and demonstrates compliance with these APPs. The request must be supported by nominations for election to the post of President, Vice President and Secretary of the new Region that will be put to the new Region's members once it has been recognized by the Board. The position of Treasurer can be combined with the Secretary. The Membership Committee can assist new Regions with this procedure.

No activities or transactions may be undertaken in the name of the new Region until the new body has been recognised by Council. Creation of a new Region from within an existing Region can only take place with the majority support of that Region and the Council.

Each Region shall formally adopt Bylaws which, at a minimum, do not conflict with the Bylaws or Policies and Procedures of the Council.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>32</b> of <b>42</b>



## FINANCES

1. Each Region will use methods for funding operations as prescribed by the Council, and shall report financial status to both the Council headquarters.
2. Each Region shall submit a percentage of membership dues observed from each member of said region to IAEM CANADA, as determined by the IAEM CANADA Board.
3. Each Region shall formally adopt Financial Procedures which, at a minimum, do not conflict with the financial reporting and filing procedures of the Council. Each Region shall follow good accounting practices, shall document all income and expenditures and shall conduct an annual audit of the account in accordance with the guidelines established by the International Office.
4. Any income earned in the Council's name within a Region will be controlled by that Region, however, financial records must be provided to the Council and International organisation as prescribed by Revenue Canada.
5. Each Region President shall, within 30 days of the end of the Council's fiscal year (June 1 - May 31, cause a financial report including copies of any bank statements to be submitted to the Board of Directors and the IAEM.

## C. STUDENT REGION OPERATIONS

The IAEM believes that students in emergency management and its related fields, are key to the professions future success. IAEM seeks to support students in multiple ways. One way is the establishment of student Regions under the various IAEM Councils.

All Student Regions must meet the following requirements:

1. Meet all the requirements of their respective Geographic Councils;
2. Operate under a set of Bylaws that include:
  - a. Mission, goals and/or purpose;
  - b. A process for democratically electing officers (including terms, qualifications and duties);
  - c. The IAEM Student Council (IAEMSC) non-discrimination policy; and
  - d. All IAEM and local legally required Bylaw content
3. The President of the Student Region shall serve as a full voting member of IAEM CANADA;
4. Student members shall be allowed to participate in their respective Geographic Council's committee's;
5. Include all Student Members within their respective Geographic Council and have discretion in the disbursement of their Regional funds.

### 1. DUES AND FEES

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>33</b> of <b>42</b>

Student membership dues in excess of that set by the IAEM shall be established by the IAEM Student Council (SC). This total student membership cost will be paid to the IAEM. The IAEM will distribute that portion of membership dues representing the IAEMSCs' due directly to the IAEMSC. The IAEMSC will set and distribute a portion of membership dues representing each Student Regions' due directly to the Student Region.

IAEMSC will hold in trust the membership dues for those Geographic Councils lacking a Student Region until one is established.

The IAEMSC may approve the use or disbursement of these funds for:

- a. Activities that benefit the Student Members of that Geographic Council; or
- b. To assist in the establishment of a Student Region in that Geographic Council.

Once a Student Region has been established, all funds held in trust for them by the IAEMSC shall be transferred to the new Region.

## 2. APPROVAL PROCESS

The process of developing and approving a Student Region is overseen jointly by IAEM CANADA and the IAEMSC. All Student Regions must incorporate the minimum requirements contained within the Bylaws and APPs of IAEM CANADA.

## 3. ORGANIZATIONAL STRUCTURE AND ADMINISTRATION

While the newly formed Student Region will remain a part of both the Student Council and IAEM CANADA, all administrative functions outside of these guidelines will lie with IAEM CANADA.

# IX. CHAPTERS

## A. GENERAL

A subdivision of a Region may be established where the Region, with its Council's support, believes such a sub division will benefit its members. Such divisions are intended to support the growth of new regions.

For example IAEM Europa may choose to establish an Italian Chapter to support the growth of an Italian Region within the Councils area of governance.<sup>1</sup>

With respect to IAEM CANADA, an existing emergency management organization or Council may wish to become a Chapter in order to achieve the benefits of IAEM membership, promote the profession nationally, and provide opportunities for their members.

Chapters established by Regions are required to have bylaws and a governance structure for their activities that meets the approval of IAEM CANADA.

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<sup>1</sup> IAEM Europa Administrative Policies and Procedures Approved 01-24-2007

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 34 of 42

## B. CHAPTER OPERATIONS

The process of developing and approving a Chapter is overseen jointly by IAEM CANADA and the Region if applicable. All Chapters must incorporate the minimum requirements contained within the Bylaws, APPs.

Organizations will be approved by IAEM CANADA through the following;

1. Petitioning IAEM CANADA to establish a Chapter
2. Develop and/or adopt Chapter Bylaws.
3. Elect officers in accordance with adopted Bylaws. The Officers should include at a minimum a President, Vice President (or President Elect), Secretary, and Treasurer. The position of Secretary and Treasurer can be combined into one position.
4. Complete and submit a "Chapter Profile."
5. Conduct at least four quarterly meetings and submit copies of the minutes.

Chapter Bylaws are required for an organisation provided that those bylaws are consistent with the IAEM CANADA Bylaws or the APPs. Chapters shall submit all bylaw amendments to IAEM CANADA to ensure compliance with this paragraph. While not required, there are some items contained in the IAEM CANADA Bylaws which the Chapter may wish to incorporate in their Bylaws.

## FINANCES

The local Chapter will establish and implement Chapter dues and be responsible for collecting the annual dues and membership forms from its members.

Chapter members are not required to be members of IAEM; however Chapter members must be an IAEM member in good standing in order to:

- Attend IAEM CANADA Board meetings;
- Become an IAEM CANADA Committee member;
- Participate in national and international committee work where IAEM CANADA has representation;
- Be eligible for funding or reimbursement while representing IAEM CANADA.

IAEM does strongly encourage all Chapter members to become IAEM Members so they can receive maximum benefits from the Council.

### 1. APPROVAL PROCESS

The Membership Committee will establish an ad hoc committee to facilitate guiding regions or Councils in the application process. Each applicant will have a specific point of contact on that committee consisting of one Membership committee member and at least one officer of IAEM CANADA. The ad hoc committee will review, discuss, and make suggestions to assist in a

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 35 of 42

successful recommendation by the Chair, Membership Committee, who shall present the case before the board at the next board meeting. If the application is not successfully recommended, the Chair, Membership Committee shall send a letter to the organization outlining what steps are necessary to complete the process.

Approved Chapters will be notified by letter from the IAEM CANADA President that their application was approved. The letter will include an agreement for their signature. Once the signed original of the agreement is received by IAEM Headquarters, a formal Chapter will be established.

## 2. REPORTING REQUIREMENTS

Chapters shall, within 30 days of the end of IAEM's fiscal year (June 1 - May 30), cause an Annual Report to be submitted to the IAEM CANADA Board of Directors.

Annual Reports should include: listing of newly elected Chapter Officers; any changes of mailing address; a mid-year balance sheet as of June 30th, showing the current assets and liabilities of the Chapter and fund balance.

Failure to provide the Annual Report can result in termination of the Chapter.

Any Chapter not complying with the requirements established in the IAEM CANADA's Policies and Procedures may be disbanded as determined by the IAEM CANADA Board of Directors in its sole discretion. These may include, but are not limited to:

- falling under 7 members,
- misconduct as a Chapter.

## 3. NAMING

The official naming convention of all Chapters shall follow this example:

IAEM CANADA Chapter – Saskatchewan Emergency Planners Council (IAEM CANADA Chapter–SEPA)

## C. STUDENT CHAPTERS

The IAEM believes that students in emergency management and its related fields are key to the professions future success. IAEM seeks to support students in multiple ways. One way is the establishment of student Chapters under the various Student Regions.

Full details of creating a Student Chapter can be found in the IAEM Global APPs and the IAEM USA APPs.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 36 of 42

## X. AWARDS & RECOGNITION

IAEM conducts an annual Awards Competition and also provides Recognition for professional service and achievements.

The IAEM CANADA Membership Committee creates an ad hoc Awards & Recognition Working Group which establishes judging criteria and processes for all awards, assembles judging panels and conducts the selection of recipients and presentation of awards. The competition may be open to non-members and fees may apply.

Non-members may ask an IAEM member to submit an entry on their behalf; however, the non-member entry fee will apply. That is, an award entry to recognize the work of a non-member may not be submitted by a member to avoid the non-member entry fee. Non-members who join IAEM within 60 days of submitting an entry may discount their membership fee by the amount of the entry fee.

### A. AWARDS

#### 1. GLOBAL AWARDS COMPETITION

All Councils can enter. Categories include:

- a. Business & Industry Preparedness Award (one winner)
- b. Partners in Preparedness Award (one winner)
- c. Public Awareness Awards (winners in three divisions)
- d. Technology & Innovation Awards (winners in three divisions)

#### 2. IAEM CANADA AWARDS COMPETITION

A “Call for Entries” is released each year and submissions are collected through IAEM CANADA Membership Committee. The purpose of IAEM CANADA Awards is to promote Canadian Emergency Management leadership and programming and to recognize those that are making meaningful contributions to the field of EM in Canada. The Canadian specific awards are in addition to the Global awards and are not meant to overlap or compete but rather to increase recognition of worthy EM leadership and programming in Canada.

The Awards Recommended are:

- a. **IAEM CANADA Career Excellence Award** - Recognizes a national leader who has made significant contributions throughout his/her career to promote and improve the emergency management profession in Canada.
- b. **IAEM CANADA Emergency Management Volunteer Award** – Recognizes a volunteer who has made significant contributions throughout the previous calendar year to promote and improve the emergency management profession in Canada.
- c. **IAEM CANADA Merit Award** - Recognizes an individual or organization for having performed a significant contribution to the Emergency Management field in Canada

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 37 of 42

within the previous calendar year. Contributions may include an individual or organization who champions EM, BC/CCOP, has a developed a successful record or Community engagement around the 4/5 Pillars of EM, Health & Environmental Safety, or other programing related to emergency management.

- d. **IAEM CANADA Prepared Community Award** - Recognizes a Canadian community effort with respect to the Emergency Management Principles of mitigation and preparedness to enhance public safety in Canada.

### 3. IAEM GLOBAL STUDENT AWARDS

ALL Councils can enter. Categories include:

- a. **Student of the Year Award** – Recognizes a student who has made significant contributions to the field of emergency and disaster management. This can be done through volunteer work, promotion of the field, and contribution in their community. High academic achievement is also required (both formal and / or continuing education). The nominee must be: enrolled in a program of studies in the field of emergency management, homeland security, or related academic field offered by an accredited institution of higher learning; a member of the International Council of Emergency Managers during the calendar year of the call for entries; and nominated by an IAEM Member. No self-nominations accepted. This award is jointly sponsored by the IAEM-USA Student Region and IAEM-Global Student Council.
- b. **Student Ally of the Year Award** – Presented to an individual (IAEM member or non-member) or organization that has assisted, promoted, or supported IAEM students in their activities in the field of emergency management/homeland security and higher education. Examples could be individuals who ensured student involvement in emergency management programs or someone who guides students towards their degrees or CEM / AEM credentials. No self-nominations accepted. This award is jointly sponsored by the IAEMUSA Student Region and IAEM-Global Student Council.

## B. RECOGNITION

The Council authorizes the following awards:

- 1. **IAEM Chair’s Citation** — selected by the Chair to recognize member(s) who have contributed greatly to the success of the IAEM and the emergency management profession.
- 2. **Membership** — to be presented to the individual who has been most active and successful in the recruitment of new members.
- 3. **Certificates of Appreciation** — to be awarded by or on behalf of the Chair to any person at any time to recognize specific achievements or participation in special events.

IAEM Councils are authorized to present annual recognition as well, including

- 4. **Executive Citations** — to be selected by each Council President (or Regional President if a council has established regions) to one or more member(s) of the region whose professional

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 38 of 42

image and achievements enhance the field of emergency management and whose service is “above and beyond” in contributions to the Region and profession.

Councils may create their own, additional awards and recognition programs. IAEM USA will also award the following which is open to Canadian entries:

5. **Interagency Disaster Preparedness Award** — to recognize and encourage the crucial role of interagency cooperation in keeping citizens and communities safe from both natural and manmade disasters in the post-9-11 world. Homeland Protection Professional magazine and the International Council of Emergency Managers have established the annual Interagency Disaster Preparedness Award. To be eligible for consideration, a program must be an ongoing multi-agency effort whose mission is primarily disaster and/or terrorism mitigation, prevention, response, and/or recovery. “Ongoing” means that a program must have a mission, organisational structure and funding arrangements designed to keep it in operation for an extended (year to year) period, rather than, for example, a coalition established solely or primarily to plan for a special event or in response to a disaster. “Multi-agency” means that programs and initiatives must have active, ongoing participation from a variety of agencies with differing primary missions, whether consisting of agencies reporting to the same level of government, agencies reporting to different levels of government, military-civilian program or public-private initiatives. Entry is open to U.S. and Canadian emergency response, emergency management and emergency support agencies (such as public health and public works) and their municipal, county, tribal, state, military or federal jurisdictions or parent agencies. Entries will be judged on the extent to which their collaborative efforts can demonstrate results in disaster or terrorism preparedness. Judging will be a panel appointed by HPP magazine and IAEM. Previous award winners are ineligible to compete, but previous "honorable mentions" may enter again.

## XI. WEB SITE

### A. GENERAL

The IAEM Web Site is maintained as a communication tool for emergency managers and those interested in supporting the profession. The Web Site contains information concerning the Council, its structure and policies, the Certified Emergency Manager (CEM®) Program, Work Groups of the Council, Councils and Regions of the Council, Conferences, and special topics of interest.

### B. MANAGEMENT

General oversight of the Web Site is delegated to the CEO and maintained under a contract authorized by the Board. Major changes in design and content required Board approval. C.

#### SUBMITTING MATERIAL

Individual members submit items through their Regional President. Material will be reviewed and approved by Executive Staff. All material is subject to editorial review.

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 39 of 42

Committee Chairs and Board of Directors members submit information and reports to the CEO.

### C. DISCUSSION LIST GUIDELINES

Purpose of the IAEM Listserv:

The International Council of Emergency Managers Listserv is designed to provide a public forum for emergency managers to exchange ideas, thoughts, problems and solutions that relate to the emergency management profession. At the present time, the IAEM Listserv is not limited to IAEM members. This listserv should be used solely to share ideas and information related to emergency management. It is not a general discussion list.

IAEM assumes no responsibility for the opinions and information posted by others. In no event shall IAEM be held liable for any special, indirect, or consequential damages or damages whatsoever resulting from loss of use, data or profits, arising out of or in connection with the use or performance of any information posted on this site.

Further details on the IAEM Listserv can be found in the Global IAEM APPs

### D. SOCIAL MEDIA POLICY

**BY POSTING ON ANY IAEM OR IAEM COUNCIL SOCIAL MEDIA SITE, PARTICIPANTS HEREBY AGREE TO BE BOUND BY AND ADHERE TO THE FOLLOWING TERMS AND CONDITIONS:**

IAEM and its Councils have created and opened publicly facing pages on social media sites for emergency management professionals to view content and/or videos post comments about emergency management, including the exchange of ideas, relevant and useful information, problems and solutions that relate to the emergency management profession.

These IAEM and Council social media sites include, but are not limited to various blogs, bulletin boards, networks, multi-media and news media sites (“Social Media Sites”). By accessing, viewing, using and/or posting any content related directly or indirectly to a Social Media Site on the internet, you accept without limitation or qualification the following terms and conditions.

If you do not agree to the terms of this Policy, you should not view or post any content to a Social Media Site on the internet. Your use of the Social Media Sites is deemed to be a binding and conclusive acceptance of this Policy and has the same effect as if you had actually physically signed an agreement.

1. You must be at least 18 years old to post any content on any Social Media Site.
2. You are strictly prohibited from posting any content to any IAEM OR IAEM COUNCIL Social Media Site on the internet that violates any applicable laws and regulations, including but not limited to copyright and intellectual property rights laws regarding any content that you send or receive via this Policy; transmit any material, comment or information (by uploading, posting, e-mail, or otherwise) that is unlawful, false, disruptive, threatening, profane, abusive, harassing, embarrassing, tortuous, defamatory, obscene, libelous, or is an invasion of another’s privacy, is hateful, malicious, racially, ethnically or otherwise objectionable as solely determined in IAEM’s absolute discretion; impersonate any person or entity or falsely state or otherwise misrepresent your affiliation with a person or entity; transmit any material,

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page 40 of 42



comment or information (by uploading, posting, e-mail or otherwise) that you do not have a right to make available under any law or under contractual, professional or fiduciary relationships; transmit any material, comment or information (by uploading, posting, e-mail or otherwise) that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party; transmit (by uploading, posting, e-mail or otherwise) any unsolicited or unauthorized advertising of products or services, promotional materials, “junk mail,” “spam,” “chain letters,” “pyramid schemes,” or any other form of solicitation; transmit any material, comment or information (by uploading, posting, email or otherwise) that contains software viruses, worms, disabling code, or any other computer code, files or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment; harass another; or collect or store, or attempt to collect or store, personal data about third parties without their knowledge and consent; or to share confidential or proprietary information of any party.

3. IAEM and the IAEM Councils reserve the right to monitor, prohibit, restrict, block, suspend, terminate, delete or discontinue your access to any IAEM OR IAEM COUNCIL Social Media Site, at any time, without notice and for any reason and in its sole and absolute discretion. IAEM and the IAEM Councils may remove, delete block, filter or restrict by any other means any materials on IAEM OR IAEM COUNCIL Social Media Sites in IAEM or an IAEM Council’s sole and absolute discretion. You understand and agree that IAEM and/or an IAEM Council may disclose your communications and activities in response to lawful requests by governmental authorities, or for the protection of IAEM and the IAEM Councils. You agree that in the event that IAEM or an IAEM Council exercises any of these rights hereunder for any reason, neither IAEM nor an IAEM Council will have any liability to you.
4. You hereby agree that you shall defend, indemnify and hold IAEM, IAEM Councils and their respective officers, directors, employees, agents and volunteers harmless from and against, and shall promptly reimburse them for , any and all losses, claims, actions, causes of action, liabilities, damages or injuries to persons, property, business or reputation, settlements, costs and expenses of any nature (including reasonable legal fees and court costs) to which any of them may become subject arising out of, resulting from or in any way connected with your posting of any content to a Social Media Site, any third party claims of infringement or any breach of this Policy.
5. YOU EXPRESSLY ACKNOWLEDGE THAT YOU ASSUME ALL RESPONSIBILITY RELATED TO THE SECURITY, PRIVACY, AND CONFIDENTIALITY RISKS INHERENT IN SENDING ANY CONTENT OVER THE INTERNET. By its very nature, a website and the internet cannot be absolutely protected against intentional or malicious intrusion attempts. Neither IAEM nor any IAEM Council controls the Third Party Sites and the internet over which you may choose to send confidential or proprietary information or other content and therefore, IAEM and the IAEM Councils DO NOT WARRANT OR SAFEGUARD AGAINST ANY such interceptions or compromises to your information. When posting any content on an internet site, you should think very carefully about your own privacy in disclosing detailed or private information about yourself and others. Furthermore, IAEM and the IAEM Councils DO NOT ENDORSE ANY PRODUCT, SERVICE, VIEWS OR CONTENT DISPLAYED ON THE SOCIAL MEDIA SITES.
6. You agree that any claim or dispute relating to your posting of any content on a Social Media Site on the internet shall be construed in accordance with the laws of the host country

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>41</b> of <b>42</b>

without regard to its conflict of law provisions and you agree to be bound by and be subject to the jurisdiction of that country' laws.

7. You agree that you shall not provide any content on any Social Media Site that contains any product or service endorsements, or any content that may be construed as political lobbying, solicitations or contributions or use the Social Media Sites to link to any sites or political candidates or parties or use the Social Media Sites to discuss political campaigns.
8. THIS POLICY MAY BE UPDATED AT ANY TIME WITHOUT NOTICE, AND EACH TIME A USER ACCESSES A SOCIAL NETWORKING/MEDIA SITE, THIS OR ANY NEW POLICY WILL GOVERN USAGE EFFECTIVE UPON POSTING. To remain in compliance, IAEM recommends that you review the Policy, as well as the other IAEM website policies, at regular intervals. By continuing to post any content after such new terms are posted, you accept and agree to any and all such modifications of this Policy.

## XII. REVISION HISTORY

Revision #	Date of Revision/Review	Page	Section	Purpose of Revision/Review/Amendment
0	Sept. 1, 2017	All	All	Original
1	Nov 18, 2017	All	All	Major revision to align with Bylaws, Global recommendation and to be parallel with Canadian practice. Reworded for clarity and document flow

Review Frequency	Review/Revision Date	Revision #	Document Owner	Document Number	Page
Annual	Nov 18, 2017	1	Director of Governance	CAN-GD-01	Page <b>42</b> of <b>42</b>