

International Association of Emergency Managers  
Uniformed Services Caucus Charter  
(Updated March 29, 2016)

## **Background**

The Uniformed Services Caucus (USC) (herein referred to as the “Caucus”) is a caucus of the International Association of Emergency Managers (IAEM) – United States of America (USA). The Caucus serves under the authority of the IAEM-USA By-Laws and IAEM-USA Administrative Policies and Procedures at the pleasure of the IAEM-USA Board of Directors to provide insight and counsel, as well as a forum for the exchange of information and professional development concepts, as they relate to the practice of emergency management within the Uniformed Services of the United States of America. This charter sets the goals and priorities, membership, and processes for the Caucus. This charter will be reviewed annually and submitted to the IAEM Board of Directors for approval to ensure continuous alignment with the IAEM-USA Administrative Policies and Procedures (APP) dated April 21, 2015.

The Uniformed Services of the United States are the Army, Marine Corps, Navy, Air Force, Coast Guard, National Oceanic and Atmospheric Administration Commissioned Corps, and the Public Health Service Commissioned Corps as delineated in Title 10 U.S. Code (USC) Section 101.a.5. These Services are subsequently structured and organized by USC Title 10, Title 14, Title 32, Title 33, and Title 42.

## **Purpose Statement**

The purpose of the IAEM-USA Uniformed Services Caucus is to provide a forum for collaboration, information sharing, and professional development of emergency management professionals within the seven United States Uniformed Services. The Uniformed Services Caucus supports the *Emergency Management Principles*, as well as the mission of IAEM, through increased understanding of the coordination between civilian agencies and the Uniformed Services in carrying out emergency management activities within the United States and abroad.

## **Goals and Priorities**

The goals and priorities of the Uniformed Services Caucus are to:

- Foster mentorship and professional development;
- Enhance communication and sharing of best-practices;
- Advocate to IAEM-USA leadership for emergency management issues within the Uniformed Services;
- Coordinate recognition by IAEM-USA for excellence in the emergency management fields of the Uniformed Services;
- Increase interest, visibility, and affiliation with IAEM-USA among the members of the Uniformed Services; and,

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- Promote the pursuit of the Certified Emergency Manager certification by members of the Uniformed Services.

### **Scope**

This Caucus focuses on issues related to the emergency management activities of the Uniformed Services both internal to the Services and in coordination with civilian emergency management agencies. The Caucus includes representatives from all facets of emergency management working together to promote an improved understanding of emergency management principles and evolving trends. The primary issues addressed through the Caucus include:

- Disaster Response, Contingency Preparedness, and Incident Management as identified in Presidential Policy Directive 8 – National Preparedness (PPD-8);
- Civil Support, Humanitarian Assistance, and Foreign Consequence Management as described by DoD Directives 3025.1, 3025.15, 3025.18 and 5100.46; DoD Instructions 2000.21 and 3025.16; and applicable DHS, DHHS, and DOC policies;
- Installation Emergency Management as described by DoD Instruction 6055.17 and applicable Department of Homeland Security (DHS), Department of Health and Human Services (DHHS), and Department of Commerce (DOC) policies;
- Medical and Public Health Emergency Management as described by DoD Instruction 6200.03 and applicable DHS, DHHS, and DOC policies; and,
- Any other Uniformed Service field or specialty that performs duties that aligns with IAEM's Principles of Emergency Management.

### **Caucus Membership**

Membership in the IAEM-USA Uniformed Services Caucus is open to all current IAEM-USA members who have an interest in the emergency management activities of the Uniformed Services. IAEM-USA members who are current, retired, or former members of the Uniformed Services that served honorably, affiliated as members of the Active Component, Reserve Component, National Guard, DoD and Coast Guard Civilian employees (Civil Service), DoD and Coast Guard Contractors, members of the supporting auxiliary component, or service related institutions of higher learning that are performing duties or serving within an Occupational Specialty or Civil Career Field related to the field of Emergency Management (as defined above) are encouraged to participate in this Caucus.

IAEM-USA members may request membership in the Caucus through the IAEM-USA Uniformed Services Caucus webpage on the IAEM website. Members must be in good standing as verified by IAEM.

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**Caucus Leadership**

The Caucus will be comprised of three distinct elements; the Caucus Leadership, a Caucus Advisory Panel, and the Caucus General Membership.

The Caucus Leadership will be nominated by Caucus General Membership and appointed by the IAEM-USA Board of Directors as required by the IAEM-USA Administrative Policies and Procedures. The Caucus Leadership must be active IAEM-USA members, must have been an active member of the Caucus for at least two (2) year prior to appointment, and should be a Certified Emergency Manager (CEM<sup>®</sup>). The Caucus Leadership consists of a Chairperson (Chair), two Vice-Chairpersons (Vice Chairs), and a Caucus Secretary serving on one-year annual terms. These terms may be renewed at the discretion of the incoming IAEM President and appointed by the IAEM-USA Board of Directors for no more than two consecutive annual appointments.

The General Membership will nominate a Chair, two Vice-Chairs, and a Secretary annually. The Caucus Leadership is responsible for the administration and management of the Caucus, including the conduct of meetings, development and distribution of meeting minutes in a timely manner, and the establishment of focus groups as required to meet the Caucus' goals and priorities as outlined above. In the absence of the Caucus Chair, either Vice-Chair has the authority to conduct Caucus business. If the Chair vacates the position, one of the Vice-Chairs will serve as Chair until an election can be held for a new Caucus Chair and subsequent appointment by the IAEM-USA Board.

The Caucus Leadership will be advised by and will communicate with the IAEM-USA Board of Directors through an assigned IAEM-USA Board of Directors' Liaison. This Liaison will not have a vote within the Caucus, unless the Caucus Board Liaison is also a member of the Uniformed Services Caucus. The Caucus Leadership may establish Caucus Liaisons with other IAEM-USA Caucuses or Committees with the approval of 66% (two-thirds) of the Caucus Leadership.

**Caucus Advisory Panel**

The Uniformed Services Caucus Advisory Panel shall consist of Service Liaisons designated by each of the Uniformed Services. The function of the Uniformed Services Caucus Advisory Panel is to advise the Caucus on priorities and emergency management initiatives within each service; share information across the services; and, promote the professional development of emergency services within the Uniformed Services.

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Service Liaisons are designated in writing by each Service's Program Manager or Senior Leader in the applicable Service's Emergency Management Program. If a Service is unable or unwilling to designate an individual, a Service Liaison may be identified within the Caucus General Membership and validated by the Caucus Leadership. A Service Liaison will be an individual with extensive experience in their applicable Service's Emergency Management Program.

As detailed in the IAEM-USA Administrative Policies and Procedures, the Caucus Chair may appoint Advisory Panels to the Caucus composed of individuals who are not IAEM members but have knowledge, skills, and abilities that would enhance the function of the Caucus. If appointed, the Advisory Panel membership will have no voting status, unless they are also an active Uniformed Services Caucus member, in the Caucus and will only be utilized to fulfill the goals and priorities of the Caucus when in the opinion of the Caucus Leadership the General Membership needs external assistance and/or advice.

### **Caucus Membership**

The General Caucus Membership should participate in all Caucus meetings. The Caucus members foster mentorship, professional development, and the sharing of best practices across the General Membership through interaction and networking.

The General Membership may submit proposals to the Caucus Leadership for consideration and will nominate and vote on members from the General Membership for appointment by the IAEM-USA Board of Directors to positions on the Caucus Leadership. Verification of the General Membership's active status in IAEM shall be completed prior to any votes being cast.

### **Caucus Meetings**

This Caucus will hold at least two meetings annually: during the IAEM-USA Mid-Year Meeting and at the IAEM-USA Annual Conference. The only in-person Caucus meeting will be held at the IAEM-USA Annual Conference. Quarterly teleconferences (or more often as determined necessary by the Caucus Leadership) will be held to review and address inputs from the IAEM-USA Board of Directors and from the Caucus membership. The Caucus may also hold webinars or other meetings, including regional meetings, for the purpose of information sharing, professional development, or specific issues of interest to the Caucus members. The Caucus Leadership will ensure that Caucus meetings address the needs of the General Membership.

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All members of the IAEM-USA General Membership may attend Caucus meetings unless the Caucus Leadership is discussing an ethical issue or awards selection, then the meeting will be a closed Caucus Leadership meeting.

The Caucus Chair will be responsible for conducting all meetings, forwarding proposals and nominations to the IAEM-USA Board of Directors for consideration, and calling for votes, when appropriate.

The Caucus Leadership will review proposals submitted by the General Membership or Advisory Panel and take appropriate action(s) within thirty (30) days of submission. The Caucus Chair will only vote in the event of a tie within the General Membership.

### **Focus Groups**

Within this Caucus, Focus Groups may be established to support attainment of Caucus goals, priorities and other initiatives. These groups may be comprised of individuals from the Caucus Leadership, the Advisory Panel, and/or the General Membership. Standing Focus Groups may be established for specific objectives upon nomination by the Caucus Leadership and approval of a simple majority of the General Membership. Focus Groups will be chaired by individuals appointed by the Caucus Chairperson and may include non-IAEM members.

### **Representing the Caucus**

No member of the Caucus will speak for the entire Caucus other than the Chair in his/her official capacity. General Membership representation and attendance at Uniformed Service activities such as conferences, symposia, courses and other venues is encouraged and funding may be provided for travel and lodging through IAEM-USA at the discretion of the IAEM-USA Board of Directors. All approved travel or other reimbursement will be requested directly through IAEM-USA Headquarters by the requesting member upon approval by the Caucus Chair.

### **Administrative Actions**

IAEM-USA will provide administrative support to the Caucus (e.g., providing/ coordinating meeting facilities, setting up teleconferences, and the distribution of meeting minutes). In addition, the Caucus Chair may request funding from the IAEM-USA Board of Directors for member travel expenses and lodging to support IAEM-USA and/or Caucus marketing, initiatives, and other approved interests.

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**Awards**

This Caucus will encourage eligible active-duty, reserve, auxiliary and guard members of the Uniformed Services and civilian employees to be nominated for awards and submit them through the process established by the IAEM-USA Awards and Recognition Committee.

The Caucus currently sponsors two awards designed to highlight the accomplishments of members of the Uniformed Services in a broad spectrum of emergency management areas; the Military (Officer and Enlisted) and Civilian Emergency Managers of the Year awards.

Each Uniformed Service may only submit one entry per category per award category. Entries are to be submitted to IAEM Headquarters per procedures established by the IAEM Awards and Recognition Committee.

The USC Awards review and judging process can be conducted in person or as a “virtual” panel depending on the timing of the IAEM awards process and availability of panel members. Each panel member will score packages independently using approved scoring criteria and score sheets provided by the Awards and Recognition Committee in concurrence with the Caucus. Once the panel members have completed the scoring process and completed the scoring forms, the Panel Chair will return the information to the Awards and Recognition Committee for final review and concurrence on recommended winners for each category and approved award. Electronic versions of all award entries and score sheets will be maintained by the IAEM Headquarters per established procedures.

It is the responsibility of the seven Uniformed Services to ensure its members are aware of Caucus awards and the award submission deadlines. Each individual Uniformed Service should utilize an award entry and selection process as determined by their individual service to determine Service specific nominees for Uniformed Service Caucus Awards. The IAEM-USA Awards & Recognition Committee will also announce the nomination to membership.

Each award forwarded for consideration must adhere to the following criteria: Services must submit entries to IAEM Headquarters by the dates established by the Awards and Recognition Committee calendar, which is determined ultimately by the dates of the annual conference when awards are presented.

The IAEM Awards and Recognition Program is the responsibility of the IAEM-USA Awards and Recognition Committee with the assistance of USC Awards Focus Group Chairperson. The Chairperson of the USC Awards Focus Group will be appointed by

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the USC's Chair as the liaison to the Awards and Recognition Committee. The USC's liaison will participate as a voting member of the Awards and Recognition Committee on regular Awards and Recognition Committee work. Upon appointment by the Awards and Recognition Committee Chair those members who serve on the awards panel to review and judge award entries. All Panel members must be members of good standing in IAEM.

**Pursuit of Certified Emergency Manager (CEM<sup>®</sup>) Certification / Recertification**

The General Membership of this Caucus is encouraged to use their participation on the Caucus as an element of Professional Contributions in the pursuit of Certified Emergency Manager (CEM<sup>®</sup>) certification or recertification. In addition, members of the Caucus Leadership may use this experience towards the "Leadership" element of their Professional Contributions portion of the certification or recertification process.

**Approval**

This document is approved for use by the Caucus and will be reviewed on an annual basis.

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VOTED BY THE MEMBERSHIP: **January 29, 2016**

EFFECTIVE DATE: **March 29, 2016**

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