



## **BY-LAWS**

### **International Emergency Management Group**

#### **International Emergency Management Assistance Memorandum of Understanding (IEMAMOU)**

#### **Article I - Name and Scope**

Section 1: The INTERNATIONAL EMERGENCY MANAGEMENT GROUP (IEMG) is established as directed by the International Emergency Management Assistance Memorandum of Understanding (IEMAMOU) as brought into force by the Conference of New England Governors and Eastern Canadian Premiers on July 18, 2000 at Halifax, Nova Scotia, Canada.

Section 2: The object of the IEMG shall be to develop and maintain mutual aid arrangements among the participating states of the United States of America and the participating provinces of Canada.

#### **Article II - Membership**

Section 1: Membership in the IEMG shall be open to the states and provinces having signed, or having formally advised of their intention to sign the International Emergency Management Assistance Memorandum of Understanding (IEMAMOU), hereinafter referred to as party jurisdictions.

Section 2: Representatives from the national governments of Canada and the United States shall be non-voting partners.

#### **Article III - Board of IEMG**

Section 1: The policies and direction of the IEMG shall be directed and controlled by a Board of Directors, which shall consist of the directors of emergency management or their designated official substitute and directors of emergency measures organizations or their designated official substitute from the party jurisdictions. The designated official substitute(s) shall be specified either on the jurisdiction's IEMG Contact Sheet or in writing to the IEMG Co-chairs.

Section 2: The Board may invite representatives from other governments, subject matter experts, and such other individuals as they may deem appropriate to attend IEMG meetings as non-voting participants.



#### **Article IV - Government**

Section 1: The Board of Directors shall act as the governing body of the IEMG.

Section 2: The following shall be the officers of the IEMG:

- (a) A Co-chair elected from the participating states  
and
- (b) A Co-chair elected from the participating provinces.

Section 3: The Co-chairs shall be elected bi-annually in alternate years.

Section 4: In the event a Co-chair is unable to fulfill his or her term, a special election shall be held at the next meeting (regular or special) to fill remainder of his or her term.

#### **Article V – Sub-Committees and Working Groups**

Section 1: The IEMG may appoint sub-committees and working groups as needed.

Section 2: Each sub-committee and working group shall be co-chaired by a representative of a Canadian and a United States party jurisdiction.

Section 3: The sub-committees and working groups shall report to the IEMG through the Co-chairs and the Co-chairs are ex-officio members of all sub-committees and working groups.

#### **Article VI - Meetings**

Section 1: The IEMG shall meet at least twice a year at locations to be determined by the group.

Section 2: Regular meetings of the IEMG shall be scheduled one year in advance.

Section 3: Special meetings may be held at any time by order of the Co-chairs.

Section 4: A jurisdiction may participate at its own cost in any meeting by telephone or other communication facilities that permit all persons participating in the meeting to communicate with each other, and a person participating in a meeting by such means is deemed to be present at the meeting. Meetings may be held by conference call or other communication facilities that permit all persons participating in the meeting to communicate with each other, and all persons participating in the meeting by such means are deemed to be present.



Section 5: All meetings shall follow Robert's Rules of Order.

Section 6: A quorum shall consist of a simple majority of party jurisdictions. Jurisdictions participating by proxy shall not count towards a quorum.

### **Article VII – Voting**

Section: 1 Each party jurisdiction shall have one vote on any motion or election.

Section 2: Motions may only be introduced or seconded by members of the Board of Directors present or represented by proxy.

Section 3: Motions arising at any meeting shall be determined by a simple majority of votes of those party jurisdictions present or represented by proxy. A vote given in accordance with the terms of a proxy shall be valid.

Section 4: If the director or designated official substitute of a party jurisdiction cannot attend a meeting of IEMG, the party jurisdiction may give a proxy to another jurisdiction. A proxy shall be in writing under the hand of the director or designated official substitute in the form attached hereto as Schedule A. The proxy shall be delivered to one of the Co-chairs before or at the meeting. A proxy is valid for one meeting.

### **Article VIII - Signing Authority**

Section 1: Documents or other instruments requiring the signature of the IEMG shall be signed by both Co-chairs.

### **Article IX - Amendments**

Section 1: These by-laws may be amended by a two thirds vote at any meeting of the IEMG provided that 30 days' notice in writing be given of such meeting to the voting member of each party jurisdiction and that the notice contains the text, or the general nature of, any proposed amendments.



**SCHEDULE A**  
**Proxy**

I, being a member of the Board of Directors of IEMG as a representative from \_\_\_\_\_, hereby appoint \_\_\_\_\_ as my proxy holder with full power of substitution to attend, vote at, and otherwise act for and on behalf of the undersigned at the meeting of the International Emergency Management Group (IEMG) to be held at \_\_\_\_\_ on \_\_\_\_\_ and at any adjournment thereof.

**Authorized Signature:**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Agency/Organization

\_\_\_\_\_  
Date