

National Radiological Emergency Preparedness Conference, INC.

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SECTION 1 MISSION

Section 1.1 Mission Statement

The mission of the National Radiological Emergency Preparedness Conference, Inc. is to provide a professional forum for individuals involved with the Radiological Emergency Preparedness programs to gather in the spirit of continuous self-improvement to share program experiences, develop solutions to common challenges, and create innovative planning, exercising and training methodologies.

SECTION 2 MEMBERSHIP

Section 2.1 Qualifications

The membership of the National REP Conference, Inc. Steering Committee shall be open, by invitation only from the Steering Committee Members, to those individuals actively involved with the implementation of the Radiological Emergency Preparedness programs.

Section 2.2 Committee Composition

New members are selected preferably from conference attendees, and are confirmed by the Steering Committee as soon as possible following the national conference.

The Steering Committee is composed of the following voting members:

- a. The Chair (will only vote in order to break a tie) (Officer)
- b. The Vice Chair (Officer)
- c. The Treasurer (Officer)
- d. The Conference Secretary (Officer)

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- e. The Immediate Past Chair
- f. One representative from an emergency management agency, radiological health organization, or commercial nuclear utility, in tribal, state, or local jurisdiction, in each of Federal Emergency Management Agency (FEMA)'s ten (10) regions. The philosophy is that the Steering Committee will strive for a balance in numbers between the various entities to ensure diversity in representation. A region cannot be represented by one of the Steering Committee Officers listed above.
- g. One Federal Liaison from FEMA.

Section 2.3 Quorum

Seventy five per cent (75%) members from the currently filled positions in the committee (ref. to Section 2.2) shall constitute a quorum. The method of voting shall be agreed upon by the members.

Section 2.4 Advisors

The Steering Committee may invite past Steering Committee members, one representative from the state that is hosting the conference (if different from the regional representative), and others as necessary, to provide advice, information and/or support in planning for the Conference. These representatives shall not be permanent members of the Steering Committee and will not have voting privileges.

Section 2.5 Officers

There will be four (4) officers of the Steering Committee with duties as follows:

- a. Chair – The Chair shall serve as spokesperson for the Steering Committee. The chair shall be an ex-officio member of all

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subcommittees. The Chair shall preside at all Steering Committee meetings and at the national conference. The Chair shall ensure that meeting minutes are recorded.

- b. Vice-Chair – The Vice-Chair shall serve in the absence of the Chair and shall provide support to the Chair as requested. The Vice-Chair will become the Chair of the next national conference. Nominees for this position may be current committee members or members who have just rotated off of the Steering Committee after two consecutive three year terms. Election of the Vice-Chair will normally be conducted following election of new Steering Committee members at the Post-Conference Meeting and requires a vote by at least a quorum of the entire Steering Committee. The previous Chair and past Chair are ineligible for Vice-Chair re-election. The Vice-Chair will serve as a member of the Program Subcommittee.
- c. Treasurer – The treasurer coordinates with the Chair. The treasurer will have responsibility for the safeguarding of all income and for the expenditures related to the national conference. The Treasurer will develop the budget, recommend registration fee amount, collect all registration fees, pay all necessary expenses and monitor the bank account. The Treasurer will provide financial information to the committee. The Treasurer will have the responsibility for a full accounting of all financial resources provided for and by the conference. This position is filled by a current or past member of the committee.
- d. Conference Secretary -- The Conference Secretary coordinates with the Chair. The Secretary will have the responsibility for ensuring updates to the conference internet site. The Secretary will coordinate with the Chair, Treasurer and Program Subcommittee to prepare the printed conference agenda, evaluation forms and other materials related to conference operations as requested by the Chair. The Conference Secretary

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will act as the editor and will be responsible for overseeing the preparation and production of the Conference Proceedings; this includes obtaining all speaker notes and copies of the presentations from the Program Subcommittee, taking notes during the conference if and as necessary, compiling the proceedings using an agreed-upon format, and posting the proceedings on the conference internet site. The Secretary will also be responsible for obtaining the final attendance list from the Registration Subcommittee and posting it on the conference internet site. This position is filled by a member of the current or past committee.

Section 2.6 Subcommittees

The Chair will assign tasks and responsibilities to members of the steering committee, as appropriate, for arrangements of various aspects of the conference. There will be a minimum of six (6) subcommittees of the Steering Committee as follows:

- a. Program Subcommittee
- b. Audio-Visual Subcommittee
- c. Registration Subcommittee
- d. Vendor Subcommittee
- e. Future Conferences Subcommittee
- f. Social Event Subcommittee

a. Program Subcommittee

Duties: The Program Subcommittee will develop the conference agenda, arrange for all speakers, collect all speaker biographies, assign moderators for each speaker, and be responsible for ensuring that the Secretary prepares Certificates of Appreciation for each speaker. Additionally, the Program Subcommittee will be responsible for soliciting all presentations in an acceptable format and medium from speakers and ensuring the presentations are provided to the AV

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subcommittee at least one week prior to the Conference, if possible.

Membership: The Program Subcommittee is comprised of one (1) chair and two (2) members with Steering Committee support as needed. The Federal Liaison is a member of this Subcommittee. The Vice-Chair is a member of this Subcommittee.

b. Audio-Visual Subcommittee

Duties: The Audio-Visual Subcommittee will make arrangements with the hosting State in coordination with the Treasurer to ensure that all audio-visual resource needs in support of the REP conference program are available when needed.

Membership: The Audio-Visual Subcommittee will consist of one (1) chair and (1) member and, when possible, will be supported by the host State.

c. Registration Subcommittee

Duties: The registration subcommittee will assist the Treasurer obtain all necessary registration information from other subcommittees, maintain the mailing list, print all registration materials, mail advance registration material, receive participant registrations and fees, forward fees to the treasurer, compile conference participant packages, and print name tags. The subcommittee will coordinate registration at the door, compile the final attendee list and provide this to the Conference Secretary.

Membership: The Registration Subcommittee will consist of one (1) chair and two (2) members and, when possible, will be supported by the host State.

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d. Vendor Subcommittee

Duties: The Vendor Subcommittee will solicit vendors to display appropriate equipment, etc. at the conference and arrange for all vendors' space needs. The Vendor Subcommittee will also work with vendors and exhibitors to plan and organize promotional activities, when possible.

Membership: The Vendor Subcommittee shall consist of one (1) chair and two (2) members.

e. Future Conferences Subcommittee

Duties: The Future Conferences Subcommittee works with the Vendor Subcommittee in selecting future conference sites and coordinating details for the conferences. This includes hotels, social activities, and providing information to committee members and attendees on the host area. The subcommittee will attempt to schedule future conference locations a minimum of two years in advance.

Membership: The future conferences subcommittee will consist of one (1) chair and two (2) members. The Treasurer will be one of the members of the subcommittee.

f. Social Events Subcommittee

Duties: The Social Events Subcommittee coordinates with the host state representative; the Treasurer, the past chair, and the Registration Committee chair to make all arrangements to support the conference night-out, the Speakers Reception, and the Spouse's Program. The subcommittee will be responsible for coordination with the local Convention/Visitor's Center to ensure that information on activities/sites to visit in the area is provided for all attendees. The Subcommittee will assist with arrangements for the luncheon speaker.

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Membership: The Social Events Subcommittee will consist of one (1) chair and (2) member. The Treasurer will also be a member of the subcommittee.

Section 2.7 Terms

A year is considered to be from conference end to conference end. A Steering Committee member may serve a term of three (3) years. The member may be retained to serve one additional three-year term on the Steering Committee upon expiration of the first term with a majority vote from the other committee members. The vice-chair is elected by a majority vote of the Steering Committee members. The vice-chair is in office for one (1) year and then becomes the chair. The chair is in office for one (1) year and then becomes the immediate past-chair. The immediate past-chair serves one (1) year in that capacity. The treasurer and conference secretary can serve an unlimited number of one-year terms. A representative from the state that is hosting the conference may serve as an Advisor to the Steering Committee during the current conference year only. An advisor may serve one additional year upon consent of the Steering Committee.

SECTION 3 MEETINGS

Section 3.1 Frequency

The general membership of the Steering Committee will meet at least twice a year in person and more often, if necessary, by teleconference, or other media, as appropriate. Subcommittees will meet as often as necessary to complete the assigned tasks.

Section 3.2 Meeting Purposes

Post Conference Meeting - The Steering Committee will normally meet immediately following the conference to review attendee evaluation forms, discuss possible issues for the future conference, discuss potential future conference sites, and select the vice chair for

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the next year. Additionally, steering committee elections and future assignments may also be made at this meeting.

Conference Planning Meeting - Once a facility has been tentatively chosen, the Steering Committee will, if possible, hold a meeting at the site in order to survey the facility and meeting room arrangements. If not done earlier, subcommittees will be organized, financial status of the conference will be reviewed and program topics will be explored at this time.

Conference Pre-Meeting - The Steering Committee will also meet immediately prior to the conference in order to ensure all last minute tasks are accomplished.

SECTION 4 AMENDMENT/ CHANGE/ REVISION OF THE BYLAWS

Any proposed amendment(s)/ change(s)/ revision(s) must be presented to the Steering Committee by or through one of the Steering Committee members. The Steering Committee shall consider the merits of the proposed amendment(s). In order to facilitate this, the Steering Committee Chair may appoint or form a special 'Bylaws Subcommittee', to be chaired by the current Steering Committee Chair or Vice-Chair. This subcommittee will consist of a total of three individuals from the current Steering Committee; the 'Bylaws Subcommittee' shall submit its recommendation(s) to the Steering Committee; the Steering Committee shall vote per Section 2.3 on the recommendation(s) for resolution. Alternatively, the Steering Committee shall discuss the content of the proposed amendment(s) in a regular meeting or a special meeting called specifically for this purpose, and shall vote per Section 2.3 for resolution.