

National Radiological Emergency Preparedness Conference, INC.

Bylaws

SECTION 1 MISSION

Section 1.1 Mission Statement

The mission of the National Radiological Emergency Preparedness Conference, Inc. is to provide a professional stakeholder workshop for individuals involved with 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)

National Radiological Emergency Preparedness Conference, INC.

Bylaws

- e. The Immediate Past Chair (Officer)
- 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 five (5) officers of the Steering Committee. These Steering Committee officers comprise the management team that is responsible to the Board of Directors as described in Section 4 and have the following duties:

National Radiological Emergency Preparedness Conference, INC.

Bylaws

- a. Chair – The Chair shall serve as spokesperson for the Steering Committee. The Chair shall be an ex-officio member of all subcommittees. The Chair shall preside at all Steering Committee meetings and at the national conference. The Chair shall ensure that meeting minutes are recorded and that these minutes are communicated to the Board of Directors.

- 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. The Treasurer will act as the Steering Committee contract manager responsible to the Board of Directors for all contractual agreements. 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

National Radiological Emergency Preparedness Conference, INC.

Bylaws

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 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.

- e. Immediate Past Chair - The Immediate Past Chair will serve as a mentor to the Committee Chair to help ensure that lessons learned from the previous conference(s) are appropriately incorporated into the future conference planning process.

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

National Radiological Emergency Preparedness Conference, INC.

Bylaws

a. Program Subcommittee

Duties: The Program Subcommittee will coordinate with the Secretary to solicit abstracts, evaluate abstracts, 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 acquiring all speaker abstracts, presentations, and biographical information in an acceptable electronic format, reviewing all materials for acceptability/quality, and ensuring the presentations are provided to the AV 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 (AV) Subcommittee will work with the Program Subcommittee to determine the audio-visual needs for the conference. Once program needs are determined, the AV Subcommittee will work to develop a comprehensive AV needs list. The AV needs list will be developed by working with the hosting State to evaluate local resources that can be supplied by the State and which resources will need to be leased. Once this comprehensive needs list is developed, the AV Subcommittee will work with the Hotel AV department through the Treasurer to develop the least expensive plan for leasing needed equipment that meets the high quality standards of the conference. The Treasurer will contract with the Hotel for needed lease equipment. The AV Sub-committee and hosting State are responsible to develop and maintain a personnel and AV resource plan that will ensure that all audio-

National Radiological Emergency Preparedness Conference, INC.

Bylaws

visual resource needs in support of the REP conference program are available when needed.

Membership: The AV Subcommittee will consist of one (1) chair and (1) member and will be supported by the host State.

c. Registration Subcommittee

Duties: The registration subcommittee will assist the Treasurer to obtain all necessary registration information from other subcommittees, maintain the mailing list, print all registration materials, mail advance registration material, receive on-site participant registrations and compile conference participant packages (including host State information), distribute conference gifts, and print name tags.

The subcommittee will coordinate registration at the door, compile the final attendee list and ensure that needed information is provided to the Conference Secretary.

The subcommittee will be responsible for coordinating the inventory of needed supplies for future conferences and providing the list to the Treasurer.

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

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 coordinate through the Treasurer to enter into necessary contractual agreements for framing, draping, tables, internet, electrical feeds, and shipping and delivery of displays. The Vendor Subcommittee will also work with

National Radiological Emergency Preparedness Conference, INC.

Bylaws

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 through the Chair and Treasurer in selecting future conference sites and coordinating details for the future conferences. This includes on-site evaluation of potential hotel locations, social activities, host State resource support, and utility financial support within the applicable FEMA region. The Subcommittee will provide this information to the Steering Committee for discussion and selection of future conference locations. This venue is normally conducted each spring and the date will be coordinated well in advance to allow maximum national and international participation. The Subcommittee goal will be 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 a member of the subcommittee and will be the only member that may enter into contractual agreements.

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 Networking Social and the Speakers Reception. 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. If the conference includes a luncheon, the Subcommittee will assist with arrangements for the luncheon speaker.

National Radiological Emergency Preparedness Conference, INC.

Bylaws

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 four (4) years. The member may be retained to serve one additional four-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 two (2) years and then becomes the chair. The chair is in office for two (2) years and then becomes the immediate past-chair. The immediate past-chair serves two (2) years 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 the next year. Additionally, steering committee elections and future assignments may also be made at this meeting.

National Radiological Emergency Preparedness Conference, INC.

Bylaws

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 BOARD OF DIRECTORS

Section 4.1 Membership

Board of Director members are listed in the articles of incorporation.

Section 4.2 Reporting Relationship with the Steering Committee

The National Radiological Emergency Preparedness Conference, Inc. is incorporated in the State of Louisiana. As an integral part of the incorporation process, a three member Board of Directors was created. The Steering Committee Chair and Officers are responsible for keeping the Board of Directors cognizant of committee actions and the Board of Director's will have ultimate decision authority relative to proper maintenance of incorporated status.

Section 4.3 Responsibilities

The Board of Directors, through communication with and oversight of the Steering Committee Chair and Officers, will ensure that the National Radiological Emergency Preparedness Conference, Inc.:

- Maintains an active Taxpayer Identification Number (TIN) and is properly managed as a tax-exempt corporation
- Maintains proper accounting and auditing of funds
- Maintains adequate liability and indemnity insurance
- Maintains Steering Committee fiscal oversight

National Radiological Emergency Preparedness Conference, INC.

Bylaws

SECTION 5 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.