

# IAEM HEALTHCARE CAUCUS

## Policy Guidelines

Approved Date: July 28, 2023

### Membership Eligibility Requirements

An IAEM-USA member in good standing shall become a member of the group through the method established by the IAEM-USA Administrative Policies and Procedures (APPs), and shall remain a member of the group in perpetuity, while eligibility requirements continue to be met, or until such time that the member indicates their desire to end membership in the group. All members who meet these eligibility requirements are Voting Members.

### Group Leadership

The criteria and selection process outlined in these policy guidelines shall be the basis for the annual formal recommendation to the incoming IAEM-USA Board of Directors for the appointment of the group's Chair and Vice Chair[s].

Nominees for elected leadership roles may be nominated by any Voting Member, including themselves, and such nomination must be submitted to the group's staff liaison to verify eligibility for the desired role.

The group leadership shall have the following composition:

#### *Chair*

1. Eligibility:
  - a. Must be a Voting Member of IAEM-USA
  - b. Can fulfill the duties of the role
    - The recommended individual(s) must be a member in good standing of the Caucus
    - Capability to attend the Annual Conference and Annual Board Retreat;
    - Capability to attend additional meetings during the year, if funded by IAEM-USA;
    - Capability to devote eight or more hours a month to IAEM-USA business, as may be required;
    - Capability to weigh and consider issues in an objective manner;
    - Capability to communicate with other committee members in an open and direct manner.
2. Selection Process:
  - By August 30 - group members interested in serving in a leadership role **that meet the criteria outlined in their group's policy guidelines** must submit their names to the group's staff liaison
  - By August 30 - IAEM members must be added to official group rosters to be eligible for voting
  - **Voting for Caucus Leadership will begin on or after September 30<sup>th</sup> and conclude on October 10<sup>th</sup>.**
  - *Online ballots will be issued to valid caucus members using August 30th rosters.*
  - November – The Board Meeting will be slate voted on appointments.
3. Vacancies: One of the Vice Chairs will be advanced to Chair by the vote of the Caucus Leadership Group.

*NOTE: The IAEM Healthcare Caucus Administrative Guidance (2023) is included as an appendix to this document*

## IAEM HEALTHCARE CAUCUS

**Vice Chairs** (Minimum 2, an increase will occur based on membership numbers on August 30th)

1. Eligibility:
  - a. Must be a Voting Member of IAEM-USA
  - b. Can fulfill the duties of the role
    - The recommended individual(s) must be a member in good standing of the Caucus
    - Capability to attend the Annual Conference and Annual Board Retreat;
    - Capability to attend additional meetings during the year, if funded by IAEM-USA;
    - Capability to devote eight or more hours a month to IAEM-USA business, as may be required;
    - Capability to weigh and consider issues in an objective manner;
    - Capability to communicate with other committee members in an open and direct manner.
2. Selection Process:
  - By August 30 - group members interested in serving in a leadership role **that meet the criteria outlined in their group's policy guidelines** must submit their names to the group's staff liaison
  - By August 30 - IAEM members must be added to official group rosters to be eligible for voting
  - **Voting for Caucus Leadership will begin on or after September 30<sup>th</sup> and conclude on October 10<sup>th</sup>.**
  - *Online ballots will be issued to valid caucus members using August 30th rosters.*
  - November – The Board Meeting will be slate voted on appointments
3. Vacancies: Appointment by a majority vote of the current Caucus Leadership Committee.



# IAEM HEALTHCARE CAUCUS ADMINISTRATIVE GUIDANCE (2023)



The IAEM Healthcare Caucus has been established by IAEM USA and is subject to the [Bylaws](#) and [Administrative Policies and Procedures](#) (APP) of the organization. It is suggested that all members of the Caucus should become familiar with bylaws and APPs.

*NOTE: This guidance document is not intended to change, modify or interpret the IAEM USA Bylaws or APP. Areas of these documents will be used to provide direct guidance to the Caucus participants.*

Caucuses are groups with a special focus or function within the practice of emergency management. They meet occasionally (monthly, quarterly) and provide advice to the organization. These groups of individuals could provide IAEM-USA with program and product advice from the unique perspective of a particular industry or topic.<sup>1</sup>

## **MISSION AND PURPOSE**

The mission of the Healthcare Caucus is to represent the emergency management issues unique to the healthcare. The purpose of this caucus is to provide emergency managers within the healthcare arena a voice on a national and international scale to ensure their needs are being addressed by government and industry officials.

## **Goals**

- To promote the importance of developing organized, comprehensive, all-hazard and integrative emergency management at all levels within healthcare.
- To facilitate networking, communication and best-practice sharing between healthcare emergency management practitioners.
- To promote the inclusion of healthcare emergency management practitioners in the multi-jurisdictional, multi-disciplined and multi-hazard emergency planning conducted at the facility, local, regional, state, federal levels and with the regulatory community.
- To facilitate awareness of current legislative and planning issues in emergency management and interpretation of their effects on healthcare.
- To promote professionalism and professional development of healthcare emergency management practitioners and/or programs.

## **MEMBERSHIP**

Participants in Standing Committees, Caucuses, and Ad Hoc Committees, and Commissions are required to be IAEM members in good standing. At the discretion of the Chair(s), they may invite guests to their Standing Committee, Caucus, and Ad Hoc or Commission who are not IAEM-USA members but have special expertise or a role that would enhance the discussion before the Standing Committee, Caucus, or Ad Hoc Committee. The guests will have no voting authority on the Standing Committee, Caucus, or Ad Hoc Committee and will be allowed to attend on a meeting-by-meeting basis.<sup>2</sup>

## **LEADERSHIP**

...the IAEM-USA President will nominate members in good standing to serve as chairs and vice chairs for each standing committee, ad hoc committee, caucus, special appointments, and global appointments. Appointments will be approved by the Board of Directors. Board Liaisons for each group will be identified at that meeting.<sup>3</sup>

The Healthcare Caucus will maintain a minimum of 2 Vice-Chairs. When the caucus membership reaches 200 and at 100 member intervals thereafter, an additional vice-chair will be elected. The calculation of vice-chairs uses the membership number as of August 30<sup>th</sup> of each year.

<sup>1</sup> IAEM-USA Administrative Policies and Procedures, Page 30

<sup>2</sup> IAEM-USA Administrative Policies and Procedures, Page 32

<sup>3</sup> IAEM-USA Administrative Policies and Procedures, Page 32



# IAEM HEALTHCARE CAUCUS ADMINISTRATIVE GUIDANCE (2023)



Chair and Vice-Chair appointments will be for a period of one year. Each year, the process will start again for the incoming President to develop a slate of nominations.<sup>4</sup>

## **LEADERSHIP RECOMMENDATION**

Through the current Chair and Board Liaison, the Healthcare Caucus will recommend individuals to serve as Chair and Vice-Chair(s) to the incoming President of IAEM-USA. **NOTE: This is NOT a binding recommendation.**

Recommendations for leadership appointments to any Standing Committee, Caucus, or Ad Hoc Committee may result from a consideration of the following factors:

1. The recommended individual(s) must be a member in good standing of the Caucus and IAEM;
2. Capability to attend the Annual Conference and Annual Board Retreat;
3. Capability to attend additional meetings during the year, if funded by IAEM-USA;
4. Capability to devote eight or more hours a month to IAEM-USA business, as may be required;
5. Capability to weigh and consider issues in an objective manner;
6. Capability to communicate with other committee members in an open and direct manner.<sup>5</sup>

## **GROUP LEADERSHIP SELECTION**

### *Chair*

1. Eligibility:
  - a. Must be a Voting Member of IAEM-USA
  - b. Can fulfill the duties of the role as defined in the most current version of the Healthcare Caucus Administrative Guidance Document.
2. Selection Process:
  - By August 30 - group members interested in serving in a leadership role **that meet the criteria outlined in their group's policy guidelines** must submit their names to the group's staff liaison
  - By August 30 - IAEM members must be added to official group rosters to be eligible for voting
  - **Voting for Caucus Leadership will begin on or after September 30<sup>th</sup> and conclude on October 10<sup>th</sup>.**
  - *Online ballots will be issued to valid caucus members using August 30th rosters.*
  - November – The Board Meeting will be slate voted on appointments.
1. Vacancies: One of the Vice Chairs will be advanced to Chair by the vote of the Caucus Leadership Group.

### *Vice Chairs (Minimum 2, an increase will occur based on membership numbers)*

3. Eligibility:
  - a. Must be a Voting Member of IAEM-USA
  - b. Can fulfill the duties of the role as defined in the most current version of the Healthcare Caucus Administrative Guidance Document.

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<sup>4</sup> IAEM-USA Administrative Policies and Procedures, Page 33

<sup>5</sup> IAEM-USA Administrative Policies and Procedures, Page 35



# IAEM HEALTHCARE CAUCUS ADMINISTRATIVE GUIDANCE (2023)



#### 4. Selection Process:

- By August 30 - group members interested in serving in a leadership role **that meet the criteria outlined in their group's policy guidelines** must submit their names to the group's staff liaison
- By August 30 - IAEM members must be added to official group rosters to be eligible for voting
- **Voting for Caucus Leadership will begin on or after September 30<sup>th</sup> and conclude on October 10<sup>th</sup>.**
- *Online ballots will be issued to valid caucus members using August 30th rosters.*
- November – The Board Meeting will be slate voted on appointments.

#### 5. Vacancies: Appointment by a majority vote of the current Caucus Leadership Committee.

### **CAUCUS LEADERSHIP COMMITTEE**

Chair (appointed by IAEM-USA President)

Vice-Chairs\* (appointed by IAEM-USA President)

Immediate Past Chair

Working Group Chairs

Special Project Chairs

**IAEM-USA Board Liaison**

**IAEM Staff Member**

### **MEETING CADENCE**

**Annual Meeting** – the IAEM Healthcare Caucus will conduct an annual, in person meeting at a time and location determined by IAEM-USA during the conference.

**General Membership** – The 4<sup>th</sup> Friday of the odd numbered months beginning at 11:30am eastern via the approved IAEM virtual platform.

**Leadership Committee** - The 4<sup>th</sup> Friday of the even numbered months (except December) beginning at 11:30am eastern via the approved IAEM virtual platform.

### **FORMS**

APPENDIX E – Disclosure of Other Interests & Confidentiality Form

Disclosure of Other Interests and Confidentiality Form<sup>6</sup>

APPENDIX N – Non-Discrimination & Anti-Harassment Policy<sup>7</sup>

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<sup>6</sup> IAEM-USA Administrative Policies and Procedures, Page 84

<sup>7</sup> IAEM-USA Administrative Policies and Procedures, Page 109