

IAEM-USA Higher Academician Caucus Policy Guidelines

Approved Date: August 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.

To be an official member of the IAEM-USA HEA Caucus, as reported to the IAEM-USA Board, an individual must:

- Be a member of IAEM in good standing.
- Have attended at least one caucus meeting within the last year.

General Membership

All members of this caucus shall be designated as a higher education emergency management practitioner or academic or have a majority interest in higher education in emergency management.

A “higher education emergency management practitioner” or “academic” is defined as an individual who is working or volunteering in the higher education or academic arena and whose primary duties include the addressing the four phases of emergency management within that arena.

It is strongly encouraged, although not required, that caucus members possess CEM/AEM certification.

Associate Members

The designation of “Associate Member” may be granted to any current IAEM-USA member who serves in a tangential but related role to higher education emergency management. It is only a form of recognition. It does not reflect any special role, responsibility, position, status, or privilege with respect to the Caucus.

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 Chairs.

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 current Caucus Member
 - b. Can fulfill the duties of the role
2. Selection Process: Selection shall be made by a private ballot using a suitable method of voting as determined by the group leadership, and shall be made available to all Voting Members of the Caucus
3. Vacancies: Vice Chair automatically becomes Chair

Vice Chair

1. Eligibility:
 - a. Must be a current Caucus Member
 - b. Can fulfill the duties of the role
2. Selection Process: Selection shall be made by a private ballot using a suitable method of voting as determined by the group leadership, and shall be made available to all Voting Members of the Caucus
3. Vacancies: In the event of a vacancy of a Vice Chair position, replacement selection shall be made by a private ballot using a suitable method of voting as determined by the group leadership, and shall be made available to all Voting Members of the Caucus