



Alexander Mountain Fire, Larimer County, July 2024

Photo Credit: Helen H. Richardson, Denver Post/AP

Colorado Emergency Management Association

Association Bylaws

Adopted August 27, 2024



2024 Board of Directors

President, Lori Hodges
Vice President, Nathan "Nate" Whittington
Treasurer, Lisa Bickford
Secretary, Dana C. Reynolds
Systems & Change Manager, Elizabeth "Lizz" Floro
Membership Manager, Claire Hathaway

COLORADO EMERGENCY MANAGEMENT ASSOCIATION



TABLE OF CONTENTS	PAGE
Record of Bylaw Revisions	3
Article I, Organizational Name, Tax Status	6
Article II, CEMA Mission & Vision	6
Article III, Affiliation	6
Article IV, Organizational Structure and Authority	6
Article V, Membership	7
Article VI, Officers	8
Article VII, Duties of Officers	10
Article VIII, Executive Board	14
Article IX, Committees	14
Article X, Meetings	15
Article XI, Dues	16
Article XII, Amending Bylaws	16
Article XIII, Miscellaneous	16
Article XIV, Certifications	19

COLORADO EMERGENCY MANAGEMENT ASSOCIATION

REVISION DATE	RECORD OF BYLAW REVISIONS
July 2006	Article XIV – Certification added
March 1, 2007	Quorum, Meeting Name, and Articles VI & VII – Officers & Duties of Officers changed
September 7, 2007	Overall update and clarification including changes to: Memberships, Membership Manager, Dues restructure, Vote needed to change Bylaws, Awards
October 8, 2009	Increased non-member certification fee; clarified Corporate Member; certification appeals process
March 2, 2011	Replaced Article XIII, Section 3, Awards with new language
September 3, 2014	Added i to Article VII – Duties of Officers Section 1 President; Added c,d and e to Article VII – Duties of Officers Section 2 Vice President; Added “2) Vice President” to Article XIV – Certifications Section 3 paragraph 2
September 9, 2015	Complete revision with addition of cover page, table of contents, record of change page, and page numbers.
September 6, 2017	Revise Article XIV – Certifications Revise Article V – Memberships add OEM Membership Revise Article V- Memberships revise Honorary Membership to include Past Presidents as Permanent Honorary Membership status Revise Article IX – Committees – Section 1, a.) no longer necessary to present committee reports to Membership Manager & CDHSEM PIO Revise Article XIIV – Certifications, Section 1.- CEMA may certify certain individuals, Section 2.- CEMA shall publish requirements, and application fees are to be set by the Executive Board subject to revision by the Membership, Section 3.-Appeals- revised the rules for appeal, defines the Certification Appeals Team (CAT), Section 4.-Revised trademarks use, Section 5.- Repealed, Section 6.-Repealed, Section 7.- Repealed, Section 9-Repealed, Section 10-Repealed. Added new Sections 5,6,7. Revise Article IX- Committees. Section 1.,c-Standing Committees. Establish Legislative, Membership Standing committees. Add Scholarship Standing committee. Establish minimum requirement for CEM Committee member.
September 7, 2021	Amend Article IV, Section 1 as follows: From current language “The governing body of this Association shall be the general membership when assembled at membership and special meetings, whose purpose shall be to conduct business of the Association.” To: “The governing body of this Association shall be the general membership when assembled (<i>either in person or via electronic means</i>) at membership and special meetings, whose purpose shall be to conduct business of the Association. Amend Article IV (Officers), Section 4 (Elections), as follows: Paragraph A: Delete the entire paragraph: “Absentee ballots shall be made available no later than thirty (30) days before the election, and ballots must be received by the Recorder no later than the beginning of the membership meeting at which the vote would be taken. The Recorder shall maintain all absentee ballots” Replace the paragraph with the following text: “<i>Elections may be held via electronic means, via a manner that satisfies the Executive Board and Membership that only current members votes will be counted and is sufficiently secure.</i>” Paragraph B: Delete Paragraph B in its entirety: “The Recorder shall prepare ballots prior to conducting the election. Candidates shall be listed in alphabetical order by last name on the ballot.”

COLORADO EMERGENCY MANAGEMENT ASSOCIATION

	Paragraph C: Amend the text as follows: From: “The election at the first membership meeting of each year shall be by secret ballot conducted by the Recorder with the assistance of the remaining Executive Board members.” To: “The election at the first membership meeting of each year shall be by secret ballot conducted by the Recorder with the assistance of the remaining Executive Board members. <i>The ballot shall be secret for those members voting in person.</i>”
February 15, 2023	Revises CEMA’s mission statement; Article IV, Section 2, “substantiative” actions; Article V, Section 3, “may be considered for membership”; Article VI, Section 3, “...(1) page biography to the Secretary within two (2) weeks of announcing their intention to serve on the Executive Board”; Article 6, Section 6, No two (2) active members from the same <i>employer or voluntary organization</i> shall be permitted to hold Executive Board offices simultaneously; Article 6, Section 7, may also be reimbursed for meals if on official travel; Article 7, Section 1, multiple amendments made to roles and responsibilities of Board Members; Article 9, Section 1, Exec Board and Committees meet quarterly; adds two standing committees, EOC Task Book Committee and IMT Committee; Committee chairs determine composition of the respective committees; Certification Committee members must be Associate or Certified Emergency Manager; Article IX, Section 2, President has power to establish ad hoc committees to meet the needs of the association; Article X, Section 1, 30d advance notice for membership meetings; Section 2, Special meetings may include exigent matters or other official business requiring timely input from the Executive Board and the membership. Such meetings may be convened in-person or electronically; Establishes Executive Board Working Sessions; Proposed bylaw changes shared with members at least 30d prior to the meeting. Article XIII, Section 4, provides guidance for engaging in legislative activity on behalf of the association; and, Article XIV, Section 3. Redacted. Appeal procedures to be included in Certification Committee Bylaws.
August 27, 2024	1. Whole Of Document: a. Removal of “constitution” reference. i. CEMA has “Articles of Incorporation”, not a constitution. Constitutions are also different documents than bylaws b. Grammatical, administrative, formatting revisions as appropriate i. The Table of Contents, Headers, and other background formatting will be revised upon content approval by the membership. 2. Article II: a. Revised Mission Statement, and addition of Vision Statement 3. Article III: a. Revised affiliation approval from “membership” to “Executive Board”. i. Affiliations include any sponsorship, endorsement, contractual service, etc. Waiting 60 days for membership vote on each individual sponsorship will utter CEMA functionally inoperable. b. Added Conflict of Interest verbiage 4. Article V: a. Clarified the five mission areas based on FEMA guidance b. Added verbiage on abiding by policies and procedures as approved by the Executive Board (Code of Ethics, for example.) c. Removed “Corporate, Business, and Industry Membership”, and “OEM Membership” types. The Corporate et al. type was written as a sponsorship, and the OEM Membership type was in response to a legacy software system that was found to cause more damage to members’ records and invoicing than support. 5. Article VI: a. Moved Membership Manager to permanent, elected officer role on the Executive Board. Created Systems & Change Manager position by splitting Membership Manager responsibilities and expanding S&C Manager responsibilities beyond

COLORADO EMERGENCY MANAGEMENT ASSOCIATION

	technology only. b. Increased the “same organization limit” from one (1) to two (2) on the Executive Board, and prevention of President and Vice President being of the same organization at the same time. With the addition of two (2) permanent Executive Board positions, the total Board now seats six (6). This means no one organization can hold the majority vote on the Executive Board, nor cause a tie (as 3 votes would). c. Added additional Conflict of Interest verbiage. 6. Article VII a. Revised role responsibilities to mirror new positions, and better capture regular working processes of the Executive Board 7. Article VIII a. Removed “except for the appointment of the Membership Manager” language as earlier the Membership Manager was changed to be elected, not appointed (unless as special appointment from manager stepping down or no one running for election). 8. Article IX a. Reinstated the Membership and Legislative Committees. i. These were abolished in 2017 and never officially reinstated via the bylaws. b. Abolished the IMT/Training Committee. i. This has not been a CEMA owned committee as much as a partnership report from other IMT committees to CEMA. Training has not been an active part of a CEMA committee in a few bylaw cycles. 9. Article X a. Revised “Annual Meetings” to reflect the two regular, annual meetings of the membership. 10. Article XI a. Removed reference to membership types previously removed.
--	--

COLORADO EMERGENCY MANAGEMENT ASSOCIATION

Article I.

The name of this organization shall be:

“COLORADO EMERGENCY MANAGEMENT ASSOCIATION,” hereinafter referred to as “CEMA” or the “Association.”

CEMA is established as a 501(c)(6) tax exempt and non-profit organization.

Article II. CEMA Mission & Vision

Mission Statement

CEMA’s mission statement is to support and enhance the emergency management community in Colorado.

Vision Statement

To be the premier professional association for the emergency management community in Colorado, while advancing the field of emergency management statewide.

Article III. Affiliation

This Association may become affiliated with any organization as may be approved by the Executive Board.

Before board or committee action on a contract or transaction involving a Conflict of Interest, a Board or committee member having a Conflict of Interest and who attends the meeting shall disclose all facts material of the Conflict of Interest to the Board or committee leadership. Such disclosure shall be reflected in the minutes of the meeting. If a member wishes to obtain further guidance with respect to the proper handling of any specific situation, they should consult the CEMA President or Vice President, and/or legal counsel.

ARTICLE IV. Organizational Structure and Authority

Section 1.

The governing body of this Association shall be the general membership when assembled (either in person or via electronic means) at membership and special meetings, whose purpose shall be to conduct business of the Association.

COLORADO EMERGENCY MANAGEMENT ASSOCIATION

Section 2.

Between membership and special meetings, the governing authority shall be vested in the Executive Board, who shall report substantive actions to the general membership at the next meeting.

Section 3.

Neither the general membership nor the Executive Board shall have any authority or power to obligate the Association for any liabilities over and above current assets.

ARTICLE V. Membership

Section 1

Active Membership

Those members actively involved or engaged in the field of emergency management. Emergency management is defined as those actively participating in any of the five (5) mission areas of emergency management (i.e. prevention; mitigation; preparedness; response; recovery) as they relate to all hazards.

- a. All persons engaged in emergency management shall be eligible for active membership in the Association.
- b. Only an active member shall be eligible to hold elected office in the Association.
- c. Each active member whose dues are paid shall be entitled to one (1) vote.
- d. All active members are eligible for service on any committee.
- e. All active members will abide by CEMA policies and procedures as approved by the Executive Board. Examples include but are not limited to: CEMA Code of Ethics and Conduct; CEMA Anti-Harassment and Anti-Discrimination Policy; CEMA Records Retention Policy; CEMA Data Use Policy.

Section 2

Associate Membership

Those who have retired from the field of emergency management, and those who volunteer in the field of emergency management and not otherwise employed as an emergency responder or in the field of emergency management and business continuity planning.

- a. All associate members are eligible for service on any committee.
- b. Associate members shall be entitled to the rights and privileges of the Association except holding an elected office.
- c. Associate members whose dues are paid shall be entitled to one (1) vote.
- d. All active members will abide by CEMA policies and procedures as approved by the Executive Board. Examples include but are not limited to: CEMA Code of Ethics and Conduct; CEMA Anti-Harassment and Anti-Discrimination Policy; CEMA Records Retention Policy; CEMA Data Use Policies.

COLORADO EMERGENCY MANAGEMENT ASSOCIATION

Section 3

Honorary Membership

Upon recommendation in writing by any class of membership, an Honorary membership shall be granted to any individual who receives a two-thirds favorable vote by those voting members present. Further, all Past Presidents shall receive permanent Honorary Membership immediately upon the end of their service as President. Past Presidents may regain voting or office holding rights upon payment of dues for another class of membership, reverting to Honorary Membership upon expiration.

- a. Honorary members shall not be required to pay dues.
- b. Honorary members shall be allowed to speak on any matter properly brought before the membership but shall not have the right or privilege to vote or hold office.
- c. All honorary members will abide by CEMA policies and procedures as approved by the Executive Board. Examples include but are not limited to: CEMA Code of Ethics and Conduct; CEMA Anti-Harassment and Anti-Discrimination Policy; CEMA Records Retention Policy; CEMA Data Use Policy.

ARTICLE VI. OFFICERS

Section 1

Officers shall be elected by a majority of the voting membership present at the first membership meeting of each year. The President, Treasurer, and Membership Manager will be elected on even years, with the Vice President, Secretary, and Systems & Change Manager elected on odd years.

Section 2

Term

- a. Term of each elective office shall be for a period of two (2) years.
- b. Officers shall be elected and take office as the last order of business of the meeting at which elected, except for the Treasurer who shall take office within thirty (30) days so the incumbent may work with the newly elected Treasurer in closing the books.

Section 3

Nominations

- a. Candidates shall announce their decision to run for office no less than sixty (60) days before the election. The candidate shall submit a one (1) page biography to the Secretary within two (2) weeks of announcing their intention to serve on the Executive Board.

COLORADO EMERGENCY MANAGEMENT ASSOCIATION

- b. If no candidates announce the intention to run for office, nominations can be taken from the floor at the first membership meeting of each year for the appropriate office. If only one (1) nomination is received for an office, the candidate will be elected by acclamation.

Section 4

Elections

- a. Elections may be held via electronic means, via a manner that satisfies the Executive Board and Membership; only current member's votes will be counted.
- b. The election at the first membership meeting of each year shall be conducted by the Secretary with the assistance of the remaining Executive Board members. The ballot shall be anonymous for those members voting in person.

Section 5

Vacancies

- a. Vacancies other than the office of the President occurring between biennial elections shall be filled by Executive Board appointment for the unexpired term, subject to ratification by the voting membership at the next membership meeting.
- b. In the event the appointment is not ratified, a special election will be held to fill the unexpired term.
- c. If the position of President becomes vacant, the Vice President shall fill the position of President until the end of the vacant Presidential term.

Section 6

No more than two (2) active members from the same employer or voluntary organization shall be permitted to hold Executive Board offices simultaneously, and the two (2) active members from the same organization may not hold the President and Vice President positions simultaneously.

Should Board members be affiliated (employed by or actively volunteering with) corporate sponsors of CEMA, Board members must disclose of any Conflict of Interests each meeting and abstain from any votes that are directly tied to the influence of the sponsorship. For example, a Board member that is employed by an emergency response catering company *may* vote on purchasing new CEMA software but *may not* vote on which catering company should be contracted for the annual membership meeting. This disclosure must be provided in writing to the Secretary as part of the meeting minutes, and the recusal of the board member must be captured as part of the vote count report.

Section 7

Board Compensation

Annual dues and the registration fees for the annual conference are waived for members of the Executive Board. Board members may voluntarily decline the waiver in whole or in part. They shall receive no other compensation for their service on the Board, but may be reimbursed for travel, meals, and lodging expenses while on official, exclusive business for the Association.

ARTICLE VII. Duties of Officers

Section 1

President

- a. Shall promote the mission and objectives of the Association.
- b. Shall act as a representative of CEMA to other associations and/or government entities involved in emergency management as defined in the Mission Statement and Objectives of the Association.
- c. Shall represent the association during official functions or the planning thereof unless delegated to another Executive Board Member.
- d. Shall convene quarterly meetings of the Executive Board and serve as the Chair of the Executive Board.
- e. Shall ensure membership meetings are held two (2) times per year and convene special meetings as directed by the membership and Executive Board.
- f. Shall preside at membership, Board, and special meetings of the Association.
- g. Shall appoint regional CEMA field representatives to expand outreach, advocate for local or regional issues affecting emergency management, and improve lines of communication with association members.
- h. If established per Article IX Section 2, the President shall chair the Steering Committee.
- i. Shall, with the assistance of the Executive Board, coordinate dates, times, places, and agendas for all meetings of the Association.

COLORADO EMERGENCY MANAGEMENT ASSOCIATION

- j. Shall appoint the Certification Appeals Team upon referral from the Certification Committee.
- k. Act as CEMA liaison to the Colorado State Division of Homeland Security and Emergency Management.
- l. President shall serve as fiduciary for the Association with the Vice President serving as the back-up.

Section 2

Vice President

- a. Shall actively support and work with the President to promote the Mission Statement and Objectives of the Association.
- b. Shall assist the President and assume the duties of the President during their absence or a vacancy of the office.
- c. Shall support and assist the Membership Manager and Systems & Change Manager with programs and project decisions in lieu of a full Executive Board decision as appropriate.
- d. Act as liaison to the Colorado State Division of Homeland Security and Emergency Management in the absence of or as directed by the President.
- e. Shall support and work to implement the initiatives of the Executive Board regarding peer support, continuing education, professional contribution, and other program areas of CEMA.
- f. Shall support and assist all CEMA Committee Chairs to ensure they are able to complete the mission of each committee.
- g. Shall manage the Certification Appeals Team upon notification from the President to form the team.
- h. Shall appoint chairs of standing and other CEMA committees as needed.
- i. In absence of the President, shall serve as the fiduciary for the Association.

Section 3

Secretary

- a. Shall promote the association using focused marketing, branding, social media and web content.

COLORADO EMERGENCY MANAGEMENT ASSOCIATION

- b. Shall ensure full and timely notice of upcoming membership meetings, or other official functions, to include a proposed agenda and other pertinent documents. Minutes of meetings will be taken and be made available to the membership within 60-days of a meeting.
- c. Shall survey the membership on matters of import to the Association and its members and ensure survey results are shared across the organization.
- d. Shall take minutes of the membership, Board, and special meetings of the Association, and shall make available such minutes to the membership within thirty (30) days after such meeting.
- e. Shall take minutes of the membership, Board, and special meetings of the Association, and shall make available such minutes to the membership within thirty (30) days after such meeting.
- f. Shall conduct roll call when requested during voting, and with the assistance of the Executive Board, conduct the annual election of officers.
- g. Shall enhance development and networking opportunities for the association.
- h. Shall retain records and official documentation of the Association's activities for inspection by members. Adequate safeguards will be put in place to avoid any unintentional loss or destruction of agency records. Committee records shall be maintained by each respective Committee Chair.
- i. Shall lead biannual strategic planning efforts for the association.

Section 4

Treasurer

- a. Shall be custodian of all Association funds.
- b. Shall collect annual dues in coordination with the Membership Manager, and any other funds due to the Association.
- c. Shall set and manage the CEMA yearly operating budget, including all funds dedicated to the annual Colorado Emergency Management Conference.
- d. Shall submit Association annual taxes to the IRS.

COLORADO EMERGENCY MANAGEMENT ASSOCIATION

Section 5

Membership Manager

- a. Shall chair the Membership Committee, focusing on member engagement, member base growth, and lead initiatives as outlined in the current strategic plan.
- b. Shall be lead point of contact for member concerns, inquiries, and/or member to Executive Board assistance requests.
- c. Shall report to the membership and/or Board at all CEMA meetings on membership trends; current member concerns; and actions/plans of the membership committee.
- d. Shall provide current membership lists to the Executive Board as needed for elections, roll calls, and other events.

Section 6

Systems & Change Manager

- a. Shall be the primary administrator on all CEMA software, technical tools, and systems.
- b. Shall oversee documentation of policies, processes, and procedures of CEMA.
- c. Shall report to the membership and/or Board at all CEMA meetings on current and forecasted projects; and system needs, concerns, costs, and/or updates.
- d. Shall provide change management project initiative statuses, needs, and/or concerns to the Executive Board as needed for funding, membership engagement, voting, and other process requirements.

Section 7

Past CEMA Presidents

- a. The past Presidents may be invited as needed to Executive Board meetings and be non-voting members of the Steering Committee and Executive Board.
- b. Past Presidents may provide advice to the President and Executive Board and serve as the institutional memory of the Association.

COLORADO EMERGENCY MANAGEMENT ASSOCIATION

ARTICLE VIII. Executive Board

Section 1

The governing body of the Association shall be the Executive Board.

Section 2

The Executive Board shall be comprised of all current officers.

Section 3

The Executive Board shall meet at least quarterly, by special call of the President, or by special call of the majority of the Executive Board.

Section 4

A quorum for Executive Board meetings shall be a simple majority of the Executive Board.

ARTICLE IX. Committees

Section 1

- a. With input from the Executive Board, the President shall appoint Committee Chairs.
- b. The Executive Board and Chairs of the standing committees shall communicate quarterly. Each standing committee shall provide a written report to the President, which will be made available on the CEMA website.
- c. Standing committees shall consist of a chair and at least two (2) other CEMA members. Standing committees may include, but are not limited to, the following:
 1. Certification
 2. Awards –Refer to Article XIII Miscellaneous Section 3-Awards
 3. Scholarship
 4. Membership
 5. Legislative
 6. EOC Task Book Committee
- d. The chairs of each committee shall have the authority to solicit and select committee members and make changes to committee membership as needed to meet the goals of the committee.
- e. Members of the CEM Certification Committee must be an Associate or Certified Emergency Manager (CO-AEM/CEM).

Section 2

Special Committees

The President shall have the power to create special committees such as, but not limited to, Steering, Nominations, Program, Resolutions, Historian, Auditing, Scholarship, Incident Management Teams, Bylaws, or any other committee as deemed necessary. Such committees may or may not be term limited.

ARTICLE X. Meetings

Section 1

Membership Meetings

- a. There are two (2) regular membership meetings each year. The first meeting of the year is at the Colorado Emergency Management Conference typically held in the 1st quarter, and the second meeting is held at the State's Local Emergency Planning Committee Conference in the Fall.
- b. The Executive Board shall select the meeting place and times for meetings, and whether they will be held in-person, virtual or hybrid.
- c. All members shall be notified by the Secretary at least thirty (30) days prior to any membership meeting noting date, time, location, and purpose. A draft agenda will also be disseminated, to be approved by the membership at the upcoming membership meeting. Minutes from the meeting will be disseminated within 30-days of the meeting via email or the CEMA website.
- d. Eligible members present at any meeting shall constitute a quorum.
- e. Robert's Rules of Order shall govern all membership meetings.

Section 2

Special Meetings

- a. The President or Executive Board, when considered necessary, may call special meetings. Special meetings may include exigent matters or other official business requiring timely input from the Executive Board and the membership. Such meetings may be convened in-person or electronically.
- b. Location, notification, quorum, and rules for special meetings are consistent with the membership meeting process.

COLORADO EMERGENCY MANAGEMENT ASSOCIATION

- c. Executive Board Working Sessions (EBWS) are not considered “meetings” as defined in Section 1 or 2 of Article X. The purpose of a EBWS is to provide informal, recurring opportunities for Board members to convene to discuss association business without the need to prepare “formal” agendas or “meeting minutes.”

ARTICLE XI. Dues

Section 1

CEMA is a tax exempt 501(c)(6), non-profit organization that requires funds to carry out the goals of the association. It will maintain the following types of annual dues effective upon adoption of these Bylaws:

- a. Active Membership - \$45.00 per year
- b. Associate Membership - \$10.00 per year
- c. Honorary Membership: Dues to be waived by CEMA

Article XII. Amending Bylaws

Section 1

The Bylaws may be amended by a two-thirds (2/3) majority (66%) of the membership present at any time the President or Executive Board call a regular or special membership meeting for the purpose of amending the Bylaws, provided that all amendments or changes have been shared with association members at least thirty (30) days prior to the regular or special meeting.

ARTICLE XIII. Miscellaneous

Section 1

Fiscal Year

The fiscal year of this Association shall correspond to the calendar year.

Section 2

Disclaimer of Endorsements

No individual member or group of members shall have authority to endorse or recommend any product or service in the name of the Association. The Executive Board may, at its discretion, endorse any product or service, with or without remuneration.

Section 3

Awards

The mission of the CEMA Awards Committee is to coordinate the annual recognition awards normally presented at the Annual Colorado Emergency Management Conference but may be presented on another occasion recommended by the Executive Board, as needed. CEMA provides five (5) possible awards on an annual basis. Nominations are to recognize significant contributions to the Association and/or overall emergency management field/industry within the State of Colorado.

The process of these recognition awards are structured as follows:

- a. Any/all individuals with emergency management responsibilities, regardless of CEMA association/affiliation, are eligible for nomination consideration.
- b. Any and all individuals must receive two (2) nominations from their peers and/or supervisors. One (1) of these must be a CEMA member in good standing.
- c. All nominations must be received within ninety (90) days of CEMA's annual membership meeting.
- d. The Awards Committee will notify regional, state, and local emergency managers for supporting documentation (second nomination) from above.
- e. The Awards Committee will review nominations and will determine overall winners per category. Awards recommendations will be submitted to the Executive Board for approval. Notifications to individuals and their supervisors will be made thirty (30) days prior to the annual meeting.
- f. Awards will be given out during the Annual Colorado Emergency Management Conference.

The following awards are scored as follows:

- a. Regional All-Hazards Emergency Manager of the Year: It is open to all of the all-hazards regions and is based on career achievement, overall contribution, regional coordination, specialized projects, or proven leadership in the field of emergency management.
- b. Rookie of the Year: A single award available state-wide for an individual with no more than two (2) years in the field of emergency management (full-time career) whose work ethic, communications ability, collaborative nature, or special projects achievements has shown their commitment to the field of emergency management.

COLORADO EMERGENCY MANAGEMENT ASSOCIATION

- c. **Mike Gelski Award for Outstanding Volunteer Achievement:** A single award available state-wide for an individual who has been in a volunteer position for at least two (2) years supporting the tenets of comprehensive emergency management. Mike Gelski was a volunteer with the Salvation Army who is held as an ideal example of an 'outstanding' volunteer. This award honors his memory.

Other awards:

- a. The **CEMA President's Award** is an honorary award that is selected by the current President for any member who has contributed to any element of comprehensive emergency management that enhances the emergency management profession.
- b. The **CEMA Special Recognition Award** can be awarded by the CEMA Executive Board for lifetime achievement, special project development and maintenance, retirement, or other special considerations.

Section 4

Legislative / Lobbying

- a. The CEMA Legislative Committee will actively monitor legislative considerations and report out legislative efforts or concerns to CEMA members.
- b. If a member will be speaking on behalf of CEMA to legislators or on legislative committees, members are required to get prior approval of the Executive Board (BOD). This can be done via email approval from the BOD and does not need to be at a formal CEMA membership or Board meeting.
- c. This section in no way alters the ability of CEMA members to work within their own organizations on legislative considerations on behalf of that organization.

Section 5

Revocation

Adoption of these Bylaws revokes any previous edition.

Section 6

Effective Date

The effective date of changes to these Bylaws will take effect at its adoption by the general membership.

ARTICLE XIV. Certifications

Section 1

CEMA may certify any individual as a Colorado Certified Emergency Manager (hereinafter referred to as CO-CEM) or as a Colorado Associate Emergency Manager (hereinafter referred to as CO-AEM) whom the Certification Committee determines has met the requirements set forth by CEMA.

Section 2

CEMA shall produce and publish CO-CEM/CO-AEM Certification requirements and processes, which shall govern the certification process.

Certification application submittal fees shall be set by the Executive Board, subject to revision by the Membership.

Section 3

CEMA holds the exclusive right to use the following trademarked designations:

- a. Colorado Certified Emergency Manager
- b. CO-CEM
- c. Colorado Associate Emergency Manager
- d. CO-AEM

CEMA may issue to any person certified as a Colorado Certified Emergency Manager or Associate Emergency Manager a Limited License to use such trademarked designations. Any use of the above-referenced trademarks by any person or entity without the express written authorization of CEMA in the form of a Limited License, or in any manner that CEMA has not specifically authorized in the Limited License, is expressly prohibited.

The use of the Colorado Certified Emergency Manager or Associate Emergency Manager trademarks are only valid for the term of the recipient's certification. The use of such trademarks is prohibited upon expiration or revocation of the recipient's certification.

Section 4

Persons who have been certified and have received a Limited License for use of the trademarked designations from CEMA shall not use any other words, titles, designations, logos, devices, or symbols in connection with the trademarked designations, including, but not limited to the CEMA logo.

Section 5

CEMA shall require every applicant requesting certification to sign an agreement to abide by the terms, restrictions, conditions, and limitations set out above on use of such trademarked designations. Upon certification, CEMA shall issue a written Limited License to each person certified at the CO-CEM or CO-AEM level granting them limited right to use such trademarked designations in the manner stated above.

Section 6

CEMA may revoke the certification of any person who has made any material misrepresentation of fact in any application for certification, or any document submitted in connection with such application.

- END -