



BY-LAWS

Northern Emergency Management Assistance Compact State and Province Emergency Management Assistance Memorandum of Agreement (SPEMAMA)

Article I - Name and Scope

- Section 1: The NORTHERN EMERGENCY MANAGEMENT ASSISTANCE COMPACT (NEMAC) is established as directed by the State and Province Emergency Management Assistance Memorandum of Agreement (SPEMAMA) and brought into force by congressional consent on September 14, 2012 by the 112th Congress of the United States of America.
- Section 2: The object of the NEMAC shall be to facilitate cross border emergency management assistance through mutual aid.

Article II - Membership

- Section 1: Membership in the NEMAC shall be open to the states and provinces having signed the State and Province Emergency Management Assistance Memorandum of Agreement (SPEMAMA), hereinafter referred to as party jurisdictions.
- Section 2: Representatives from the non-signatory states and provinces as well as the national governments of Canada and the United States shall be non-voting members.

Article III - Board of NEMAC

- Section 1: The policies and direction of the NEMAC shall be directed and controlled by a Board of Directors, which shall consist of the directors of emergency management/measures or their designated official substitute from the party jurisdictions. The designated official substitute(s) shall be specified either on the jurisdiction's NEMAC Contact Sheet or in writing to the NEMAC Co-chairs.
- Section 2: The Board may invite representatives from other governments, subject matter experts, and such other individuals as they may deem appropriate to attend NEMAC meetings as non-voting participants.



Article IV - Government

Section 1: The Board of Directors shall act as the governing body of the NEMAC.

Section 2: The following shall be the officers of the NEMAC:

- (a) A Co-chair elected from the participating states
and
- (b) A Co-chair elected from the participating provinces.

Section 3: The Co-chairs shall be elected bi-annually in alternate years.

Section 4: In the event a Co-chair is unable to fulfill his or her term, a special election shall be held at the next meeting (regular or special) to fill remainder of his or her term.

Article V – Sub-Committees and Working Groups

Section 1: The NEMAC Board of Directors may appoint sub-committees and working groups as needed.

Section 2: Each sub-committee and working group shall be co-chaired by a representative of a Canadian and a United States party jurisdiction.

Section 3: The sub-committees and working groups shall report to the NEMAC through the Co-chairs and the Co-chairs are ex-officio members of all sub-committees and working groups.

Article VI - Meetings

Section 1: The NEMAC shall meet at least once a year at locations to be determined by the Board of Directors.

Section 2: Special meetings may be held at any time by order of the Co-chairs.

Section 3: Meetings may be held by conference call or other communication facilities that permit all persons participating in the meeting to communicate with each other, and all persons participating in the meeting by such means are deemed to be present.

Section 4: A jurisdiction may participate at its own cost in any meeting by telephone or other communication facilities that permit all persons participating in the meeting to communicate with each other, and a person participating in a meeting by such means is deemed to be present at the meeting.



- Section 5: The newest Co-chair shall be responsible for creating a record of decisions for each meeting.
- Section 6: The newest Co-chair shall be responsible for distributing meeting agendas, records of decisions, and any documents slated for discussion at a meeting to the Board of Directors.
- Section 7: A meeting agenda and any documents slated for discussion at a meeting should be circulated to the Board of Directors a minimum of 30 days prior to the meeting.
- Section 8: All meetings shall follow a form agreed to by the Co-Chairs.
- Section 9: A quorum shall consist of a simple majority of party jurisdictions that consists of at least one party jurisdiction from Canada and one party jurisdiction from the United States of America. Jurisdictions participating by proxy shall not count towards a quorum.

Article VII – Voting

- Section: 1 Each party jurisdiction shall have only one vote on any motion or election.
- Section 2: Motions may only be introduced or seconded by members of the Board of Directors present or represented by proxy.
- Section 3: Motions arising at any meeting shall be determined by consensus. In the absence of consensus a 2/3 majority is required from each of the Canadian and United States of America party jurisdictions either present or represented by proxy. A vote given in accordance with the terms of a proxy shall be valid.
- Section 4: If the director or designated official substitute of a party jurisdiction cannot attend a meeting of NEMAC, the party jurisdiction may give a proxy to another jurisdiction. A proxy shall be in writing under the hand of the director or designated official substitute in the form attached hereto as Schedule A. The proxy shall be delivered to one of the Co-chairs before or at the meeting. A proxy is valid for one meeting.

Article VIII - Signing Authority

- Section 1: Documents or other instruments requiring the signature of the NEMAC shall be signed by both Co-chairs.



Article IX - Amendments

Section 1: These by-laws may be amended by a two thirds vote at any meeting of the NEMAC provided that 30 days' notice in writing be given of such meeting to the voting member of each party jurisdiction and that the notice contains the text, or the general nature of, any proposed amendments.

Article X – Operations Manual and By-Laws

Section 1: The most recent past Co-chair shall be responsible for updating and storing a copy of the most recent version of the Operations Manual and By-Laws.

Section 2: Any party jurisdiction may request that amendments be made to the Operations Manual and By-Laws.

Section 3: All requests for amendments to the Operations Manual and By-Laws shall be submitted to the past Co-chair responsible for the Operations Manual and By-Laws.

Section 4: Amendments to the Operations Manual and By-Laws shall come into force on the date that the Operations Manual or By-Laws, respectively, are approved by the Board of Directors or a later date as decided by the Board of Directors.

Article XI – Training

Section 1: The senior Co-chair shall be responsible for coordinating delivery of NEMAC training and exercises to party jurisdictions.



These By-Laws were adopted by unanimous consent on August 12, 2015 at Madison, Wisconsin.

Party Jurisdictions:

Lee Spencer
Manitoba

Greg Wilz
North Dakota

Anthony P. Katarsky
Michigan

Brian Satula
Wisconsin

Joe Kelly
Minnesota

Delila Bruno
Montana

Mieka Cleary
Saskatchewan



SCHEDULE A
Proxy

I, being a member of the Board of Directors of NEMAC as a representative from _____, hereby appoint _____ as my proxy holder with full power of substitution to attend, vote at, and otherwise act for and on behalf of the undersigned at the meeting of the Northern Emergency Management Assistance Compact (NEMAC) to be held at _____ on _____ and at any adjournment thereof.

Authorized Signature:

Name and Title

Agency/Organization

Date