



IAFSM

*Illinois Association for
Floodplain and Stormwater Management*

Policies

ASFPM Conference Expense Policy – March 19, 2007; Rev. May 20, 2015

Web Site Policy – July 11, 2007; Rev. November 5, 2008

Invited Speaker Policy – November 14, 2007; Rev. May 14, 2014

Nominations and Elections Policy – January 16, 2008

Business Trips Policy – March 13, 2008; Rev. January 11, 2017

E-Mail Voting Policy – May 14, 2008; Rev. July 15, 2015

Event Sponsors Policy – November 12, 2008

Donation Policy – September 15, 2010

Watershed Model Policy – January 4, 2010; Rev. September 8, 2015

Illinois Association for Floodplain and Stormwater Management

Policy on ASFPM Conference Expense Allotments for the IAFSM Board of Directors

Adopted
March 19, 2007

Distribution of Funds

The Chair and the Certification Chair, due to meeting requirements at the national conference, will each be allotted up to \$2,300.00. Also, IAFSM will provide up to \$2,300.00 to each of the remaining Executive Committee officers to attend the conference for a total commitment of \$9,200.00 divided among approved requests. Should elected officer's requests total less than \$9,200.00, any unallocated portion of the remaining funds shall be divided among any other members of the Board of Directors that request and are approved for support. Officers or Board members must explain the need for the financial support to attend the conference. Conference expenses are defined as "reasonable" expenses for travel, lodging, per diem and conference registration. Other awards such as IAFSM or FEMA scholarships for local officials do not affect eligibility for the support for conference expenses. Reimbursement up to the approved allowance shall require the submission of a voucher to the IAFSM Treasurer. The receipts and documentation submitted may be that used by the traveler's employer or using the attached form. Reimbursements shall not exceed rates applicable to State of Illinois employees.

Implementation and Timing

Those who wish to request conference expense support must notify the Chair one month prior to the "early-bird" discount registration period for the National Conference (typically mid April) or other deadline as set by the Chair. The Chair shall compile the list, confer with all IAFSM officers, and notify applicants of the amount of the support available within 5 working days after the above date. Applicants must accept within 5 working days to receive the support.

Reporting

Members of the Board of Directors who receive conference expense allowance shall provide a written or oral report of the conference at the first board meeting after the conference.

Amended on: May 20, 2015

Illinois Association for Floodplain and Stormwater Management
Web Site Policy
Adopted
July 11, 2007

IAFSM Matters

Web Site

The site itself shall be composed of information pertinent to the Association and its mission. Links will be provided to pertinent federal, national and state organizations or associations involved with floodplain regulation, management, planning or development.

Web Master

Services obtained: The WM will be hired by the Executive Committee with the approval of the Board. The Web Master may be paid under a contractual arrangement, as approved by the IAFSM Board.

Duties: The Web Master (WM) is charged with the physical care of the IAFSM web site. The site will be maintained with information as current as possible. The WM shall keep in contact with the IAFSM Board, through the Chair, regarding costs associated with proper maintenance and upgrading of the site including equipment and software.

Web Site Information Director

Services obtained: The Web Site Information Director (WSID) will be appointed for two year increments. Every two years, the Chair of IAFSM may re-nominate the serving WSID or nominate a new WSID who will then be confirmed by the IAFSM Board. The WSID will serve at the will of the Board. Any officer, committee chair or IAFSM member may serve as WSID.

Duties: The Web Site Information Director (WSID), alone, is charged with passing information to the WM for posting to the web site. Information may be submitted directly to the WSID by any member of the Association. However, any information pertaining to the CFM program, Job Opportunities, Request for Qualifications/Proposals, Annual Conference, Seminars and IAFSM Board Meetings will only be submitted, to the WSID, by or through the appropriate IAFSM Board Member as noted below.

CFM Matters – Only the Certification Committee Chair can submit information to the WSID, regarding CFM updates from AFSPM, CFM test dates and times and any other information related to the CFM program. Any other person wishing to have any CFM information posted to the web site will go through the Certification Committee Chair.

Job Opportunities – Only the Executive Secretary can submit information to the WSID, regarding employment opportunities. Such employment opportunities must be related to floodplain management, stormwater management, wetlands management or related fields. There will be a time limit on employment opportunity postings by using:

1. ending date for applications as shown in the posting; or
2. an artificial limit of two months, which can be renewed, by request of the hiring entity, for another one month period.

Request for Qualifications/Proposals – Only the Executive Secretary can submit information to the WSID, regarding requests for qualifications/proposals. Such requests are only offered to IAFSM members or Illinois communities and must be related to floodplain management, stormwater

management, floodplain mapping, wetlands management or related fields. This is a free service. There will be a time limit on request for qualifications/proposal postings by using:

1. ending date for the request as shown in the posting; or
2. an artificial limit of two months, which can be renewed, by request of the requesting entity, for another one month period.

Annual Conference – Only the Vice Chair and/or the Executive Secretary can provide information to the WSID, regarding the date and place of an upcoming conference, registration information, hotel reservation information and any other pertinent information dealing with an upcoming conference. Conference information will be removed no later than one month after the conference has concluded. Any other person, wishing to have any conference information posted to the web site, will go through the Vice Chair.

Seminar Information – Only the Education Outreach Chair can provide information to the WSID regarding upcoming seminars including the date, time and place, subject matter, credits to be earned by CFM's or Engineers and any other pertinent information. These will be removed the day after the seminar. Any other person wishing to have any seminar information posted to the web site, will go through the Education Outreach Committee Chair.

IAFSM Board Meetings – Only the Board Secretary and/or Chair can provide information to the WSID, regarding Board meetings including the date, time and place of the upcoming meeting, an agenda for the meeting and minutes of the past three Board meetings. The most recent meeting notice and agenda will be removed two weeks after the meeting. Any other person, wishing to have any Board meeting information posted to the web site, will go through the Board Secretary.

The WSID has the right to reject any inappropriate web site information after consultation with the Chair. In the event that the WSID is uncertain about putting an item on the web site, he/she may confer with the Chair and or Executive Committee before making a decision. When not specified by policy, the WSID shall determine when to remove information from the web site.

Outside agencies or organizations

Advertisements about seminars and classes sponsored by other agencies or organizations may be placed on the IAFSM web site, at the discretion of the WSID. This will not include items from private concerns, which could be construed as an endorsement. The posting of items from private concerns will require approval from the Executive Committee.

Revised: November 5, 2008

Illinois Association for Floodplain and Stormwater Management

Invited Speaker Policy

Adopted

November 14, 2007

Purpose:

There are times when, in the interest of providing the best speakers possible to deliver quality and timely information, invited speakers may request travel reimbursement. The purpose of this policy is to establish guidelines for reimbursement of travel expenses for invited speakers at IAFSM seminars and annual conferences. Other expenses for speakers are not excluded, but must be evaluated by the Board.

Guidelines:

Under this policy, the Association will allow reimbursement of travel expenses, to the following invited speakers:

1. Any speaker at an IAFSM sponsored seminar;
2. Any Plenary speaker at the IAFSM annual conference; and
3. Any Luncheon speaker at the IAFSM annual conference.

The intent of these guidelines are not to encourage Conference and Seminar organizers to offer travel reimbursement, but to establish the option if necessary to ensure quality events. Payments up to \$250 per speaker may be included in the conference or seminar budgets without approval of the board. Payments to speakers up to conference registration fee need board approval.

This policy does not apply to speakers, at either seminars or the annual conference, who volunteer to speak, verbally or through abstracts.

Rev. May 14, 2014

**Illinois Association for Floodplain and Stormwater Management
Nominations and Elections Policy**

Adopted
January 16, 2008

Composition of the Board

IAFSM membership is composed of local, state, and federal agencies and government and the private sector having a diversity of disciplines including but not limited to engineering, floodplain management, and insurance. As such, the Board should include representation from these various sectors and disciplines.

Board members should have experience dealing with floodplain and stormwater issues and have shown, at a minimum, a commitment to IAFSM through membership and event attendance.

Elected Officers shall have a history of involvement with the IAFSM board; attending meetings and have served on one of the standing committees.

The IAFSM Chair accepts and solicits nominations for the Committee Chairs. The Committee Chairs must be approved by the Executive Committee. Consideration shall be given to achieving a board composition that represents the various sectors and disciplines identified herein.

Nominations Committee

Given these guidelines, the nominations committee is responsible for securing and evaluating nominations for the elected positions. Nominations may be made by any IAFSM member, the individual, or the nominations committee. Only those nominees that meet the minimum requirements will be listed on the ballot. The nominations committee is charged with securing nominations for the various elected officers positions that provide representation from the various sectors and disciplines identified herein. The nominations committee will strive to identify two candidates for any position where the incumbent officer is not running for a consecutive term. The nominations committee shall consist of the Nominations Chair, the Immediate Past Chair, and at least one other IAFSM Board Member.

Elections

Officers are elected at the IAFSM annual conference. Nominations must be submitted by the conference registration deadline for consideration, no write-in candidate will be considered. Vitae for each candidate shall be placed in the conference packet and posted on the IAFSM web site. The ballot shall be placed in the conference packet. Only IAFSM members may vote and all ballots must be signed. Members not attending the conference may contact the executive office to secure a ballot and return the ballot via US mail no less than one week before the conference.

**Illinois Association for Floodplain and Stormwater Management
Business Trips Policy**

Adopted

Purpose:

The purpose of this policy is to establish rules for incurring expenses, to be paid by the Association, when traveling on behalf of IAFSM.

Policy:

The expenses of an IAFSM business trip will be covered only when the purpose of the trip is to educate elected officials, whether Local, State or Federal, or to participate in IAFSM sponsored educational programs. Whenever possible, trip expenses will be shared with another benefiting entity.

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Costs covered by IAFSM on such a business trip will include, but not be limited to:

1. Travel including airfare (coach), cab/bus fares or rental of an economy car if required.
2. Accommodations at the most reasonable rate for the particular area.
3. Meals will be based on the GSA rate for per diem based on the city being visited. This rate varies and will be approved by the Association's Treasurer at the time the travel is to take place. Covered meals will be only for the member.

Travelers covered will include IAFSM Officers, IAFSM Committee Chairs or certain IAFSM members at large, when on specific, Board approved IAFSM business.

It shall further be IAFSM policy that, when traveling for the Association, any government employee who can, will seek "State Rates" wherever and whenever possible.

Revised: January 11, 2017

Illinois Association for Floodplain and Stormwater Management

E-Mail Voting Policy

Adopted
May 14, 2008

Purpose:

At times, there may be items of business that need to be handled in a timely manner, and the organization can- not delay until the next business meeting. The purpose of this policy is to establish guidelines for conducting a proper vote of the IAFSM Board using E-Mail as the method. It is not intended to supplant the business meetings of the Board or to by-pass already established procedures.

Guidelines:

Under this policy, the Association will use E-Mail voting to conduct association business as long as the following conditions are met:

1. There is an immediacy to the matter being voted on that cannot wait until a regular business meeting;
2. The matter will not violate any requirements of the IAFSM Constitution or By-Laws; and
3. The e-mail requesting the e-mail vote clearly shows all members of the IAFSM Board as recipients.

Rules for voting:

1. Normal voting requirements will apply to E-Mail voting.
2. The request for an e-mail vote can only be started by an Executive Board member, either on their own behalf or on behalf of a Committee Chair.
3. The matter will be explained fully in the originating E-Mail.
4. Board Members will submit their votes to the Board Secretary who will tabulate the votes and announce the results. Final E-Mail Votes by the Board will be “yes” or “no”.
5. There shall be an initial time limit on each vote of no more than one business week or 5 days. Voting can be extended, up to 10 days, in order to reach a majority vote. Once a majority, either for or against, has been reached, voting will be concluded. If, after 10 days, a majority is not reached, either for or against, the matter will be declared defeated. It will be up to the originator of the request to see that Board members vote, not the Secretary.
6. The Board Secretary will keep copies of the e-mail votes until the matter is settled by a majority vote. The Board Secretary will then notify the Board members of the final results.
7. Comments may be sent to other Board members regarding reasons for supporting or opposing an issue, but they should be sent to the entire Board membership. This is to maintain an open discussion as we do at a Board meeting.

8. The result of each e-mail vote will be reflected in the minutes of the next IAFSM Board meeting including the subject of the vote and the number of board members for and against.

Revised: July 15, 2015

Illinois Association for Floodplain and Stormwater Management

Event Sponsors Policy

Adopted

November 12, 2008

Purpose:

One of IAFSM's goals is to provide opportunities for training for floodplain managers, engineers, and local officials. In order to offer the greatest number and diversity of training events, with appropriate venues and amenities, IAFSM may solicit sponsors to help defer the cost to attendees. The purpose of this policy is to establish guidelines for when such solicitations will occur and how such solicitations are to be conducted and evaluated. It is the intent to provide an equal opportunity for IAFSM's corporate sponsors to have an opportunity to sponsor such events.

Guidelines:

Under this policy, the Association will allow the use of sponsors when:

1. the cost of the proposed event will exceed the amount approved in the committee's budget; and/or
2. the cost of the event will exceed a nominal cost for each participant. The nominal cost will vary with location and type of training and will be determined on a case by case basis by the event coordinator and approved by the IAFSM board.

When sponsors are solicited, the following protocol shall be followed:

1. The event organizers shall provide an estimate of the costs, estimated number of participants, and the sponsorship level needed to offer the nominal registration fee without exceeding the IAFSM budget for the event. The event organizers shall estimate the number of sponsors expected and set sponsorship levels.

For training events it is suggested a single sponsorship level be set.

Sponsorships for the annual conference will be available through three tiers (Gold, silver, bronze). Tier levels will be proposed by the conference chair and approved by the board on an annual basis. There is no limit to the number of sponsors that can participate in any tier. In some cases, as approved by the conference chair, sponsorship may be achieved through provision of services which would otherwise require purchase by IAFSM (i.e. - printing, sign production, equipment rental, etc.).

2. The IAFSM Executive Secretary will send a general email to the membership announcing the annual conference or proposed event and asking for sponsors. The email will have attached a sponsorship form, customized for each event, which will outline the opportunities for sponsorship.
3. Based on the number of sponsors responding, the event coordinator will report to the board if the sponsorship level is sufficient to support the event within the specified cost parameters.

Should the sponsorship level not be sufficient to meet the cost parameters, the Board shall determine the

appropriate action.

When using sponsors for an IAFSM event, the names of the sponsors may be listed in any promotional materials but logos will be left out. A description of any sponsorship benefits should be included with the sponsorship form.

As long as the guidelines of this policy are followed, formal Board approval will not be needed. If the guidelines are to be deviated from, Board approval will be necessary.

Illinois Association for Floodplain and Stormwater Management

IAFSM Donations Policy

Adopted

September 15, 2010

Purpose:

From time to time, the IAFSM Board may receive requests for donations from Board members or others. The Board should keep in mind that the financial assets of IAFSM are the results of dues paid by members, contributions made in support of specific activities such as the annual conference and fees paid for services such as training or workshops. The Board should also be mindful that these monies are intended to further the stated purpose of IAFSM in its Constitution:

1. Promote the common interest in floodplain and stormwater management.
2. Enhance cooperation among various local, state, and federal agencies.
3. Encourage effective and innovative approaches to managing the State's floodplain and stormwater management systems.

Guidelines:

In light of our stated purpose, and in keeping with our tax status as an educational entity, the following are guidelines for the IAFSM Board to use when making decisions on donation requests:

1. Donations of a recurring nature, such as AFSPM Foundation requests, should be included in the Board's annual budget.
2. Donations for unforeseen events, fitting in with IAFSM's express purpose, should be proposed by a member of the Executive Committee and approved by a simple majority vote of the full Board.
3. Donations for items that do not further the specific purpose of the organization, such as flowers, memorials, gifts to members for special occasions (weddings), etc., should be considered as private contributions. These donations should come from collections taken up among the Board members or association members.

Allowance will be made for the emergency use of IAFSM funds, for donations that do not expressly further the aims of IAFSM and not covered by the budget, if brought to the Board by a member of the Executive Committee and approved by a 2/3 majority of the entire membership of the Board.

Illinois Association for Floodplain and Stormwater Management

Watershed Model Policy

Adopted
January 4, 2010

Purpose:

IAFSM owns watershed models which are intended to be used at conferences, schools, seminars and any other setting where they can provide a demonstration of the effects of water on the environment. The purpose of this policy is to protect IAFSM's investment in these models while insuring that they are used to their maximum potential.

Guidelines:

Under this policy, the following will apply:

1. The models are available to IAFSM members, educators, community groups and governmental agencies. The models are the responsibility of the borrower from the time that they are received until they are returned or transferred to another authorized party.
2. The IAFSM Executive Secretary will be in charge of checking the models out. A checklist of each model's components will be kept, one copy with the model and one copy with the IAFSM Executive Secretary.
3. The models will not be shipped but must be transported by the entity checking the models out for use.
4. When not in use, the models will be stored at designated regional facilities. When the models are returned, a signed and dated copy of the checklist will be submitted to the IAFSM Executive secretary.
5. If components of a model have disappeared, the IAFSM Executive Secretary will make arrangements to re-order the missing components.

This policy will apply to all who use the watershed models including members of IAFSM.

Revised September 8, 2015