



IAFSM

*Illinois Association for
Floodplain and Stormwater Management*

Policies

ASFPM Conference Expense Allotments for the IAFSM Board of Directors - March 19, 2007

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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

IAFSM will provide up to \$1000 to each currently serving, elected officer to attend the conference for a total commitment of \$3000 equally divided among approved requests. Should elected officer's requests total less than \$3000, any unallocated portion of the remaining funds shall be equally 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, 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 form submitted may be that used by the traveler's employer or using the attached form. Reimbursement for transportation and lodging 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.

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, 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:

- ending date for applications as shown in the posting; or
- an artificial limit of two months, which can be renewed, by request of the hiring

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.

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, and 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 \$250.00 per speaker may be included in the conference or seminar budgets without approval of the Board. Payments to speakers, greater than \$250.00, will 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.

Illinois Association for Floodplain and Stormwater Management

Nominations and Elections Policy

Adopted

As Revised 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

March 13, 2008

Purpose:

The purpose of this policy is to establish guidelines 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.

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 area involved;
3. a per diem which is adjudged reasonable for the area involved, and
4. personal mileage at the current, IRS approved rate.

Travelers covered will include IAFSM Officers, IAFSM Committee Chairs or certain IAFSM members at large, when on specific, Board approved IAFSM business. To receive reimbursement, for any trip where expenses exceed \$50.00, travelers shall complete the approved reimbursement form and submit receipts for lodging and travel expenses. For expenses up to and including \$50.00, travelers may submit the reimbursement form only.

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.