

Founded May 21, 2012



The National Leadership Group of Metropolitan Medical Response System jurisdictions

Mission Statement

The MMRS National Leadership Group supports local and regional inter-disciplinary efforts to build and sustain All Hazards Emergency Medical Readiness throughout the United States to prepare for, respond to, and recover from mass casualty incidents.

Charter and Bylaws

The National Leadership Group is chartered by participating MMRS jurisdictions. The NLG's authority to speak on behalf of MMRS jurisdictions is founded on the active participation of MMRS program managers and the assessment of their jurisdictions that the NLG represents their interests, concerns, and values, as exemplified by their responses to NLG coordination of information sharing and advocacy.

Section 1: Purpose

This Charter establishes and governs the operations of The National Leadership Group of Metropolitan Medical Response System participating jurisdictions. The MMRS NLG Bylaws establish the operating rules for the organization.

Section 2: Authority

This Charter establishes the NLG as an organization that is based on the active participation of MMRS jurisdictions.

Section 3: Scope and Objectives

The NLG shall:

- Solicit, organize, and disseminate best practices for All Hazards Emergency Medical Readiness, specifically concerned with mass casualty incidents.
- Advocate for the sustainment of capabilities developed through the MMRS program.
- Advocate for improvements in all stages of health and medical preparedness, from notification through pre-hospital, alternate and definitive care, and public health response.

The desired outcomes to be accomplished are:

- Inform local and regional jurisdictions regarding: sustainable best practices for mass casualty preparedness
- Inform local and regional jurisdictions regarding: operating processes, incorporation, fund raising
- Positively affect national decisions about local/regional sustainable mass casualty preparedness regarding Congressional actions; and Department of Homeland Security – Federal Emergency Management Agency and the Department of Health and Human Services policies, practices, and guidance

NLG functions:

- To support the building and maintenance of coalitions addressing mass casualty capabilities
- To advocate for local and regional mass casualty response capacity nationwide, based on all hazards threat and risk assessments. To advocate for developing and sustaining mass casualty response capacity with ongoing Federal and State fiscal support, with local fiscal participation as appropriate and manageable

- To document and disseminate information about mass casualty preparedness projects
- To build and maintain coordination with Federal and States' mass casualty preparedness planning and programs

Section 4: Membership

Annual Memberships in the NLG shall be granted through applicant acceptance of the NLG Charter and Bylaws and payment of dues to IAEM.

- Membership in the NLG is established on completion of two actions:
 - Completing the NLG Affiliation Form with member demographic data, official representative statement of authority, local program affiliations (by discipline or jurisdiction);
 - Joining IAEM and submitting their membership dues, with check-off of MMRS identification on the IAEM membership form (electronic or hard copy).
 - Completing these two actions provides full membership, with appropriate rights and privileges (see voting rights, below) in both organizations (NLG and IAEM).
 - The NLG may establish accounts for additional funds that may be paid to IAEM for the NLG to carry out specific activities that are in accordance with the NLG bylaws, and organizational affiliation agreements;
 - Dues shall be payable annually according to IAEM policies. All MMRS POCs are encouraged to join IAEM and the NLG. Membership is also available for members of MMRS steering committees, community partners, and all others seeking to support the NLG's mission and objectives.
- Responsibilities and Privileges of Membership
 - Correspondence shall be directed to:
 - MMRS POCs, without regard to whether they are members of the NLG,
 - And all other IAEM members self-identified with MMRS.
 - A jurisdiction may list multiple individuals to receive correspondence.
 - Member jurisdictions shall assign at least one (1) representative to receive correspondence, participate in NLG meetings and committees; the representative need not be the primary POC;
 - The POC List Committee shall maintain spreadsheets for POCs and individual NLG members;

- Jurisdictional representatives shall have voting rights (both online and at meetings) in all matters of policy and practice.
- For all ballots about policy and practice, every MMRS jurisdiction has one (1) vote;
- All individual members (there is no limit to the number of individual members from a jurisdiction) shall be recognized in online discussions and at meetings; each member jurisdiction shall make its own determination about who shall represent it when the NLG holds votes.
- All members have voting rights in the selection of NLG officers.
- Members in good standing (jurisdictional or individual) may seek elective office and committee chair positions, and may propose items for meeting agendas and national conference activities.

Section 5: Officers

- The NLG Executive Committee consists of the following Officers:
 - President – assures that NLG Committees are convened regularly and ad hoc if necessary; appoints Committee Chairs; forms and assigns chairs of additional ad hoc committees as needed, such as for organizing national meetings; represents the NLG in meetings with other organizations, or officially assigns others to do so; convenes regular Executive Committee meetings and such other NLG meetings as are arranged.
 - Vice President – performs any and all presidential functions when the president is unable to do so; performs additional functions as assigned by the president.
 - Secretary – documents actions taken by the Executive Committee; supervises the documentation of NLG conferences and meetings; maintains an archive of official documents generated by the Executive Committee, NLG conferences and meetings, and such other NLG activities as occur.
 - Treasurer – working with IAEM, maintains the NLG’s fiscal records; oversees the collection of dues; maintains recordkeeping and check-writing relationship with any NLG-affiliated organization that houses an NLG account; assures that diverse activities are clearly accounted for in NLG fiscal records for accounts receivable and accounts payable.
 - The Executive Committee is comprised of the chairs of the Standing Committees plus one additional member selected by the president with consent of the vice president.
- Terms of Office
 - The terms of the resident and vice president shall be two (2) years (coterminous).

- The terms of office expire on June 30 of odd-numbered years. Elections will take place in odd-numbered years, with terms of officers commencing July 1, and continuing for two (2) years thereafter. Both jurisdictional and individual members may serve as president, vice-president, Chairs of Standing Committees, and the additional member of the Executive Committee.
- The nominating process will last sixty (60) days from the time a call for nominations is sent via email; the nominating process will begin no more than four months prior to a national meeting.
- The election of Officers shall be in person at a national meeting, with allowance made for physical mail and email balloting that still preserves the secret ballot process.
- Executive Committee Meetings
 - The Executive Committee shall meet at least bimonthly, on a schedule of February, April, June, August, October, December; meetings will be via conference call or electronically unless there are opportunities to meet in person.
 - Three officers may call an ad hoc meeting at any time.
 - The president has the additional authority to call an ad hoc meeting as needed.
 - The President shall notify all members in a timely manner about scheduled and ad hoc Executive Committee meetings.
 - The Executive Committee may meet informally in closed session; the decision-making portion of Executive Committee meetings shall be open to all members.
- Executive Committee Decision-making
 - The Executive Committee shall make decisions by majority vote.
 - Matters may be referred to the full NLG membership at national meetings, or referred to the membership via online survey or other electronic means which shall include a period of time for online discussion, with a pre-set deadline for submitting a vote online; voting online shall be for a period of no less than ten working days and no more than twenty working days.
 - Amendments from the membership to clarify language in an online survey shall be referred to the Executive Committee to resolve within five working days; amendments from the membership to reformulate the matter and/or the options placed before the membership shall require the Executive Committee to hold an ad hoc conference call meeting, after which the Executive Committee shall re-start the online survey ballot process.
- Removal From Office

- Two (2) members of the Executive Committee may propose removing from office any member of the Executive Committee for cause at any time; said proposal shall be made either in person or electronically; a representative from the Executive Committee shall present the reasons for said action to the member in question within 15 calendar days of proposing removal from office; the member in question shall have an opportunity to reply to the causes presented within a further 15 days; the Executive Committee shall schedule a vote on the proposal within a further 15 days; upon vote of the Executive Committee, the member in question shall then be removed from office.

Section 4: Meeting Procedures

- General
 - The NLG will conduct meetings according to Robert's Rules of Order.
 - NLG Meeting Agendas are drafted by the President and accepted or revised by the Executive Committee, with consultation from NLG Committee Chairs.
- Voting and Attendance
 - The NLG will rule on agenda actions by preference for consensus, with option of majority vote.
 - In online surveys, conference calls, and national meetings, each jurisdiction has one vote, even if a jurisdiction has more than one person attending a meeting.
 - Conference calls are open to members; invited guests may participate in conference calls but may not vote.
 - Each conference call shall begin with a roll call of all participating.
 - Names, titles, and jurisdictions of all conference call attendees shall be recorded by the Secretary in the conference call meeting minutes
 - No unidentified ("stealth") participation shall be permitted
 - National meetings are open to all interested partners (except in extraordinary circumstances determined at the meeting), but only MMRS POCs from jurisdictions that have joined the NLG may vote or contribute to a consensus decision; one POC per member jurisdiction may vote. Member jurisdictions may make an exception (by majority vote) to allow one individual member per jurisdiction that is not a jurisdictional member to vote for a particular proposal.
 - The secretary shall oversee preparation, distribution, collection, and counting of secret ballots.

- Quorum
 - For the purposes of an Executive Committee meeting three members must participate (via conference call or in person).
 - The Secretary is responsible for and may assign duties to accomplish the following:
 - Distribution of meeting agendas
 - Recording and distribution of meeting minutes
 - Tracking and reporting of action items

Section 5: Committees

- The president shall establish the Standing and Ad Hoc NLG Committees and shall appoint the Chairs of each Committee; the Chairs serve at the pleasure of the President.
- Committees shall be formed from NLG Members.
- Advocacy, Best Practices, and Points of Contact Lists shall be the Standing NLG Committees.
 - Advocacy represents the need for local mass casualty preparedness through grants, allowable expenses, and federal, state, and local programming.
 - Best Practices gathers and disseminates information about smart practices for mass casualty preparedness by MMRS jurisdictions and others.
 - Charter facilitates ongoing development of the NLG bylaws as the organization develops.
 - Points of Contact Lists maintains listings of MMRS POCs and other members to facilitate communication among jurisdictions and members of the NLG.
- Procedures for Advocacy Committee, Treasurer, and Lobbying Through IAEM
 - The Executive Committee may develop a plan for the NLG to support public education involving the collection of separate funds for representing MMRS jurisdictions' interests through the formal relationship with IAEM, including accounting for those funds in the selection and tracking of contracted activities.