



# EMI SIG Charter & Bylaws

EMI SIG Steering Committee  
Reviewed & Approved APRIL 2021

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# EMI SIG Charter & Bylaws

## INTRODUCTION

The Emergency Management Issues Special Interest Group (EMI SIG) was established in 1986 as the Emergency Preparedness Special Interest Group and renamed in 1991 to include all phases of emergency management mitigation, preparedness, response, and recovery. Its membership includes Department of Energy (DOE) and contractor emergency managers, coordinators, emergency planners, drill and exercise planners, technology experts, continuity personnel, hazards analysts, first and field responders, trainers and others who provide support to DOE/NNSA emergency management operations.

When deemed necessary, the EMI SIG Steering Committee will review and revise the:

- **Charter** to ensure it aligns with the intended mission of the group and continues to support Emergency Management program needs across the Enterprise.
- **Bylaws** to better define its organizational structure, EMI SIG roles, selection and responsibilities.



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## EMI SIG CHARTER

### MISSION

The mission of the EMI SIG is to exchange information, share ideas, and provide support among the membership to implement and sustain comprehensive and resilient emergency management programs across the DOE Enterprise.

### PURPOSE

The purpose of the EMI SIG is to coordinate activities that provide insight, expertise, training opportunities, technical and non-technical support; and facilitate communication, coordination and collaboration between the DOE sites/facilities contractor and federal employees and DOE/NNSA Headquarters on emergency management topics of interest and shared needs.

This purpose is accomplished through:

- Direction and support of the **DOE Sponsor**, Office of the Associate Administrator for Emergency Operations, Office of Emergency Management Policy (NA-41).
- Leadership of the **EMI SIG Steering Committee** comprised of the DOE Sponsor and contractor personnel.
- Opportunities for **Subcommittee Membership** to communicate through:
  - Regularly scheduled, recurring virtual meetings.
  - Public and Member's Only Subcommittee sites hosted on the [Enterprise Data Management System \(EDMS\)](#) and other virtual applications.
  - [SIGnals](#) virtual community forum and individual Subcommittee discussion boards.
  - Offsite meetings/workshops when face-to-face interaction is deemed necessary to accomplish Steering Committee approved objectives.
- The **EMI SIG Annual Meeting** that includes:
  - A meeting venue in close proximity to a DOE/NNSA facility/site that will accommodate 250-300 EMI SIG members.
  - Workshops, panel discussions, general and concurrent sessions, subcommittee meetings, site tours, networking opportunities and other professional development events on a wide variety of emergency management topics.
  - Site Benchmarking eXchange (SBX) exhibits to benchmark documents or materials/applications, such as company-directives, emergency procedures, checklists, manuals, guides, hand-outs, technology/systems, etc., on a wide variety of programmatic areas within emergency management and continuity of operations programs across DOE/NNSA labs, plants, sites and facilities.



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## EMI SIG BYLAWS

### EMI SIG ORGANIZATIONAL STRUCTURE

**Steering Committee** is composed of the DOE Sponsor, the EMI SIG Program Administrator, a duly elected Steering Committee Chair & Vice-Chair, nominated Steering Committee Members that represent various DOE/NNSA contractor sites, facilities, and activities.

**Subcommittees** are established through the simple approval of a Subcommittee Charter by the EMI SIG Steering Committee to address one or more Emergency Management Programmatic Elements as identified in DOE Order 151.1 or topics identified in DOE Order 150.1

The following EMI SIG subcommittees foster information-sharing and product development for the DOE/NNSA emergency management community:

1. Continuity of Operations Subcommittee (COOPSC)
2. DOE Meteorological Subcommittee (DMSC)
3. Emergency Management Exercise Subcommittee (EMESC)
4. Emergency Public Information Subcommittee (EPISC)
5. Emergency Readiness Assurance Subcommittee (ERASC)
6. First and Field Responders Subcommittee (FFRSC)
7. Subcommittee for Emergency Management Planners (SEMPER)
8. Subcommittee for Emergency Management Technologies (SEMTECH)
9. Subcommittee on Technical Analysis and Response Support (STARS)
10. Training and Drills Subcommittee (TDSC)

**Working Groups** are established within a subcommittee to address specific topical areas or initiatives within the scope of the subcommittee in more detail and in an ongoing capacity.

**Task Groups** are subgroups of a subcommittee or working group for short-term missions or initiatives such as product development or resolution of a specific issue or focused element.

**User Groups** include Enterprise Emergency Management Professionals who actively use a specific software application and have a need to share lessons learned, best practices and technical solutions. The mission of User Groups is limited to software evaluation, training and implementation is limited to products relevant to emergency preparedness and technical planning basis utility within DOE/NNSA.



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## EMI SIG ROLES, SELECTION & RESPONSIBILITIES

The EMI SIG is open to all Department of Energy Departmental and National Nuclear Security Administration elements, its contractors, vendors; as well as those individuals who work directly with DOE/NNSA and those who don't but are somehow affiliated with its mission.

EMI SIG Membership consists of:

- DOE/NNSA employees (current or retired).
- DOE/NNSA contractor employees who provide direct support to current DOE/NNSA emergency management operations.
- Vendors who provide products/services that directly support current DOE/NNSA emergency management initiatives/tasks at HQ, DOE/NNSA field offices, contractor sites or facilities.
- Professional Affiliates from other Federal, Tribal, State, County or Municipal Emergency Management agencies or departments and other organizations who have mutual aid agreements or interdependence with DOE/NNSA sites/facilities.
- International emergency management personnel with affiliation with DOE/NNSA missions or agreements and approved by the EMI SIG Steering Committee and NA-41.

### GENERAL EMI SIG MEMBER

#### Selection

DOE/NNSA employees, DOE/NNSA contractor employees, professional, commercial and international affiliates that have completed the EMI SIG User Self-Registration form, agreed to uphold the *EMI SIG Code of Conduct* and have been vetted based on the following approval process:

Type of request	Support Action	Account Privileges
Request from .gov, .mil and other approved domains.	SharePoint account is approved and activated.	Can join any subcommittee or other EMI SIG group and is added to the general member distribution list.
Request from another domestic domain (.edu or non-recognized .com)	Contacts requester and asks for affiliation with DOE. If verified, SharePoint account is approved and activated.	Can join any subcommittee or other EMI SIG Group and is added to the general member distribution list.



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	Request from foreign domain or non-DOE affiliated domain (State, County, etc.)	Contacts requester and asks for Emergency Management affiliation. If verified, forwards information to EMI SIG Program Administrator for vetting. If verified, SharePoint account is approved and activated.	Is added to the general member distribution list and can only access the SharePoint homepage but will not have access to any of the following, without Chair permission and sponsorship: <ul style="list-style-type: none"> <li>- Subcommittee, Working Group, Task Group or User Groups pages or files</li> <li>- Exercise Builder, EPIcode and other restricted applications</li> <li>- Join a Subcommittee</li> <li>- Attend the EMI SIG Annual Meeting.</li> </ul>
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<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Abide by the: <ol style="list-style-type: none"> <li>a. <a href="#">NA-40 Enterprise Data Management System (EDMS) and Controlled Unclassified Information (CUI) Documents and Data</a> security measures.</li> <li>b. <a href="#">General User Code of Conduct</a></li> </ol> </li> <li>2. Review EMI SIG general announcements and editions of the Emergent newsletter.</li> <li>3. Update SharePoint account membership profile annually.</li> </ol>
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## PROFESSIONAL, COMMERCIAL, OR INTERNATIONAL AFFILIATE

<b>Selection</b>	<ul style="list-style-type: none"> <li>▪ Must obtain written approval from Subcommittee Chair to attend, participate or present in any subcommittee virtual meetings or meetings.</li> <li>▪ Must have Subcommittee Chair sponsorship to attend, participate or present in any Subcommittee meetings, EMI SIG Annual Meeting or other EMI SIG sponsored event.</li> </ul>
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<b>Responsibilities</b>	In addition to General EMI SIG Member responsibilities, a Professional, Commercial and or International Affiliate is expected to abide by the <a href="#">User Group Code of Conduct</a>
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## SUBCOMMITTEE MEMBER

<b>Selection</b>	General Members may request membership to any subcommittee. Additional vetting or approval from the Steering Committee or Subcommittee Leadership may be required.
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<b>Responsibilities</b>	<p>In addition to general EMI SIG member responsibilities, an EMI SIG subcommittee member is expected to:</p> <ol style="list-style-type: none"> <li>1. Attend and participate in schedule virtual meetings, special meetings, and the annual meeting.</li> <li>2. Encourage and assist in developing resources that promote best practices that serve the needs of DOE/NNSA.</li> <li>3. Participate in voting for Subcommittee Leadership.</li> </ol>
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4. Access EDMS pages and resources on a regular basis.
5. Review subcommittee SharePoint announcements, highlights, and discussions.

## TASK GROUP LEADER

<b>Selection</b>	<ul style="list-style-type: none"><li>▪ A Task Group Leader is appointed by the Subcommittee Chair or volunteers to assume this role, once a product proposal has been drafted and approved by the Steering Committee.</li><li>▪ Task Groups Leaders are given the title of Subcommittee Co-Chair</li></ul>
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. Oversees the completion of established product as assigned by the Chair.</li><li>2. Facilitates Task Group meetings as needed for product development, ensuring milestone/suspense dates are on track.</li><li>3. Promotes the use of Members-only SharePoint sites for document sharing, collaboration, information sharing, etc.</li><li>4. Uses SharePoint action Items to record and track product status.</li><li>5. Reports product status at monthly subcommittee meetings, as required.</li><li>6. Showcases product to subcommittee membership or EMI SIG membership.</li></ol>

## WORKING GROUP LEADER

<b>Selection</b>	<ul style="list-style-type: none"><li>▪ A Working Group leader is appointed by the Subcommittee Chair once a topical area has been identified that necessitates increased, sustained attention by the subcommittee membership.</li><li>▪ Working Groups Leaders are given the title of Subcommittee Co-Chair</li></ul>
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. Facilitates meetings with working group members to discuss assigned topical area.</li><li>2. Reports Working Group status at monthly subcommittee meetings, as required.</li><li>3. Promotes the use of Members-only SharePoint sites for document sharing, collaboration, information sharing, etc.</li><li>4. Determines need for product(s) related to the assigned topical area and develop product proposal to present to the Chair for endorsement by the subcommittee.</li><li>5. If approved, products are developed within the Working Group rather than developing a separate Task Group, fulfills all responsibilities of a Task Group Leader.</li></ol>





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## SUBCOMMITTEE & STEERING COMMITTEE VICE-CHAIR

<b>Selection</b>	<p>Elected with a simple majority vote by subcommittee membership with the following recommendations:</p> <ul style="list-style-type: none"><li>▪ The Vice-Chair should succeed any outgoing Chair to ensure consistency in the subcommittee mission and honor the volunteer time served by the Chair.</li><li>▪ The Vice-Chair serves in their position for a two-year term and can be re-elected by the membership ONLY IF a Co-Chair or another subcommittee member declines nomination for this leadership role.</li><li>▪ If the Vice-Chair cannot or has not fulfilled the leadership duties, resigns and or employment ends, a Co-Chair will fill the role for the remainder of the term.</li></ul>
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. Attends and actively participates in all virtual meetings.</li><li>2. Oversees all Task and Working Group initiatives and keeps Chair informed.</li><li>3. Assists Chair with preparing the Annual Meeting Report.</li><li>4. Champions the use of Members-Only SharePoint site for document sharing, collaboration, information sharing, etc.</li><li>5. Assists in the annual review of Subcommittee Public and Members-Only SharePoint sites</li><li>6. Acts as the main point of contact and provides input for all subcommittee activities when the Chair is unavailable or at the direction of the Chair.</li><li>7. If the Chair cannot fulfill their position requirements, resigns or employment ends, the Vice-Chair will fill the role for the remainder of the current term and assumes all responsibilities of the Chair.</li></ol>

## SUBCOMMITTEE & STEERING COMMITTEE CHAIR

<b>Selection</b>	<p>Elected with a simple majority vote by subcommittee membership with the following recommendations:</p> <ul style="list-style-type: none"><li>▪ The Chair serves in their position for a two-year term and can be re-elected by the membership ONLY IF the Vice-Chair declines to transition into this leadership role.</li><li>▪ If the Chair cannot or has not fulfilled their leadership duties, resigns or employment ends, the Vice-Chair will fill the role for the remainder of the term.</li></ul>
<b>Responsibilities</b>	<p><b>Virtual meetings:</b></p> <ol style="list-style-type: none"><li>1. Supports the facilitation of all conference calls and meetings with the assistance from the Subcommittee Coordinators.</li><li>2. Assigns Site Spotlight Presentations/Speakers for monthly subcommittee meetings.</li><li>3. Collaborates with Subcommittee Coordinator on all meeting documentation and resources.</li></ol>



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## Subcommittee Activities, Products and Projects:

4. Acts as the main point of contact and provides input for all subcommittee activities.
5. Delegates Working or Task Groups to address topics with projects and products.
6. Ensures progress on subcommittee activities, projects, products, etc. are made at a predetermined pace and deliverables are completed on time and as specified by the subcommittee.
7. Assists the Subcommittee Coordinator with completing and submitting Product Proposals for Steering Committee review/approval.

## Annual Meeting:

8. Coordinates development of the Annual Meeting Subcommittee Meeting agenda. Submits final agenda to subcommittee coordinator for Steering Committee review/approval and posting to SharePoint annual meeting page.
9. Works with the Subcommittee Coordinator and Steering Committee Advisor to prepare and finalize Annual Meeting documentation.

## SharePoint

10. Becomes familiar with SharePoint capabilities and promote use of the site for document sharing, collaboration, information sharing, etc.
11. Annually reviews and update the public and members-only Subcommittee SharePoint sites.

## FEDERAL (DOE) SUBCOMMITTEE ADVISOR

<b>Selection</b>	Federal employee that is selected by the DOE Sponsor.
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Participates in scheduled Subcommittee, Working Group and Task Group virtual meetings to which they are assigned or arrange for other NA-41 staff members to attend in their absence.</li> <li>2. Provides Departmental input to subcommittee activities and objectives.</li> <li>3. Ensures coordination and review of subcommittee products among the NA-41 staff and other DOE Advisors.</li> <li>4. Assists with Annual Meeting proposal submissions for presentations, exhibits, workshops, etc. that supports the Subcommittees programmatic elements, areas of expertise, etc.</li> <li>5. Informs NA-40 personnel:             <ol style="list-style-type: none"> <li>a. Of all activities of the Subcommittee, Working Group and Task Group to which they are assigned.</li> <li>b. If it appears that the Subcommittee, Working Groups or Task Groups are exceeding its charter.</li> </ol> </li> </ol>



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## STEERING COMMITTEE ADVISOR

<b>Selection</b>	Appointed by the Steering Committee members with concurrence of DOE Sponsor.
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. Participates in scheduled Steering Committee as well as Subcommittee, Working Group and Task Group virtual meetings to which they are assigned or arrange for another Steering Committee Advisor to attend in their absence.</li><li>2. Ensures subcommittee activities and objectives support EMI SIG visions, mission, and interests.</li><li>3. Acts as liaison between EMI SIG Steering Committee and subcommittee.</li><li>4. Provides EMI SIG Steering Committee input to subcommittee activities, products, meetings, and issues.</li><li>5. Reviews product proposal requests, reviews draft scripts, reviews final products for public release.</li><li>6. Assists with Annual Meeting proposal submissions for presentations, exhibits, workshops, etc. that supports the Subcommittees programmatic elements, areas of expertise, etc.</li><li>7. Assists with the finalization of all Subcommittee Annual Meeting documentation 1-month prior to Annual Meeting.</li></ol>

## SUBCOMMITTEE COORDINATOR

<b>Selection</b>	Selected by the EMI SIG Program Administrator with approval of the DOE Sponsor.
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. Acts as the liaison between the subcommittee and EMI SIG Program Administrator for subcommittee support needs and/or member requests, including the identification and resolution of subcommittee issues.</li><li>2. Organizes and facilitates virtual meetings with Subcommittee Leadership [Chair, Vice-Chair and Co-Chairs]] and members</li><li>3. Maintains all the shared document libraries, membership lists, action items, calendars, announcements, and discussion boards of each assigned Subcommittee and, as available, their associated Working Groups.</li><li>4. Manages product proposals, development of products, monitors resources, tracks subcommittee action items and provides quality assurance throughout product lifecycle.</li><li>5. Works with Subcommittee Leadership to maintain subcommittee SharePoint libraries.</li><li>6. Coordinates subcommittee SharePoint and web page reviews, revisions, and updates.</li></ol>



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7. Conducts research for subcommittee special projects/presentations, as needed.
8. Supports the Program Administrator and actively participates in the Annual Meeting.

## PROGRAM ADMINISTRATOR

**Selection** Appointed by NA-40 support contractor with DOE Sponsor approval.

- Responsibilities**
1. Manages EMI SIG operations.
  2. Nominates EMI SIG operations support staff for appointment by the NA 40 support contractor and DOE Sponsor approval.
  3. Coordinates the work of technical experts who support EMI SIG activities.
  4. Works with DOE Sponsor and is a standing member of the Steering Committee.
  5. Prepares the agenda, maintains minutes, and documents Steering Committee meetings, votes, and discussions.
  6. Ensures EMI SIG operations support staff facilitate activities and provides administrative support to respective subcommittees.
  7. Schedules, plans, and executes the EMI SIG Annual Meeting, workshops, and other activities of interest, as requested by the Steering Committee.
  8. Manages and executes each EMI SIG Annual Meeting within established DOE guidelines and procedures.
  9. Works with DOE Sponsor and Steering Committee to discuss and resolve issues experienced by subcommittee members across the Enterprise.
  10. Manages product development and approval.
  11. Ensures that all EMI SIG products are technically edited, corrected, reviewed, and approved by the Steering Committee prior to distribution or posting on the EMI SIG Website pages.

## STEERING COMMITTEE

Must represent a DOE/NNSA prime contractor [with exception of the DOE Sponsor and Program Administrator], be actively involved in the EMI SIG and hold position of responsibility that allow them to make key recommendations and decisions that provide vital support to the EMI SIG.



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## Selection

- New members are nominated by the incumbent Steering Committee Members from among EMI SIG Members who are actively involved in the EMI SIG.
- Nominees must have the backing of their management to provide their time, participate in meetings, provide resources, and otherwise support the EMI SIG.
- Elected by a quorum (simple majority) of Steering Committee Members with concurrence of DOE Sponsor.
- Terms of Steering Committee Members are indefinite to attain cohesiveness and avoid interruptions in EMI SIG operations.

## Responsibilities

1. Oversees the EMI SIG plans and activities.
2. Discusses common emergency management issues particularly as it relates to the EMI SIG's role in meeting complex-wide needs.
3. Reviews and assist the approval of submitted products and initiatives.

## DOE SPONSOR

The EMI SIG is sponsored by the NNSA Office of the Associate Administrator for Emergency Operations, Office of Emergency Management Policy (NA-41).

## Responsibilities

1. Participates as a member of the EMI SIG Steering Committee.
2. Represents EMI SIG interests to the Department/Administration.
3. Secures and approves funding of EMI SIG activities.
4. Develops and proposes annual objectives and priorities to the Steering Committee.
5. Works with the EMI SIG Program Administrator and Steering Committee to discuss and resolve EMI SIG common issues among DOE contractor personnel.
6. Ensures the EMI SIG's integrity in meeting complex-wide needs.
7. Appoints DOE Advisors to subcommittees.
8. Reviews progress regularly.