

**LOUISIANA EMERGENCY
PREPAREDNESS ASSOCIATION**

BY - LAWS

October 17, 2025

LOUISIANA EMERGENCY PREPAREDNESS ASSOCIATION BY-LAWS

ARTICLE I

IDENTITY AND SCOPE OF THE ORGANIZATION

The organization described in this document is the Louisiana Emergency Preparedness Association (LEPA), a non-profit organization incorporated under the laws of the State of Louisiana. The organization shall consist of individuals who share a sincere and common interest in the Emergency Preparedness system in Louisiana. If at any time this organization is dissolved, all assets will be transferred to an organization approved by the Board of Directors.

ARTICLE II

PURPOSE

The mission and vision of the association is:

- To promote the exchange of ideas and best practices, improve working relationships and advance the profession of emergency management and preparedness. LEPA strives to be the premier statewide emergency preparedness association.

The methods to accomplish the mission include the following:

- Assisting in the efforts of member organizations in the State of Louisiana with emergency preparedness responsibilities, including those for cities, towns, parishes, and districts.
- Assisting in the collection and dissemination of helpful information related to homeland security and emergency preparedness.
- Facilitating the interface between local, state, and federal homeland security and emergency preparedness agencies and industry.

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ARTICLE III

MEMBERSHIP AND FEES

Membership in this association shall be limited to persons who have paid their annual dues or LEPA Life Members. Corporate or Government membership can be transferred from one individual to another individual within the same organization, provided that the dues are current and the individual holds the same or similar position. Membership fees shall be paid on an annual basis and are valid from January 1 – December 31. Corporate/Government/Institutional membership will be based upon the company employee count and voting members will be based upon the amount of dues paid.

The membership fee structure is as follows:

Individual Member		\$90	
Student Member, currently enrolled Fulltime in school or an emergency management program. Student membership is limited to 4 membership years.		\$20	
Corporate Member			
• 1-500 employees	Tier I	\$600	8 voting members
• 501+ employees	Tier II	\$1,000	12 voting members
Government, Educational or Health Membership		\$250	3 voting members

Louisiana Emergency Manager (LEM) Certification Fee:

LEPA Members:	\$100.00
Non-LEPA Members:	\$175.00

(A refund of any dues or fees paid may be provided for by a majority decision of the Board on a case-by-case basis.)

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ARTICLE IV

BOARD OF DIRECTORS

The Board of Directors shall consist of no more than nineteen (19) members, 16 of which are elected by the Association voting membership for a 3-year term. On occasion, the Board may have to take steps to negate excessive turnover (or other unforeseen events in any given year, by extending some terms. Current Board members shall serve until replacements are selected. The Board also includes three (3) standing positions from the following organizations:

- Regional OHSEP Directors
- Governor's Office of Homeland Security and Emergency Preparedness
- Louisiana Emergency Response Commission (LERC).

A vacancy created for any reason may, at the discretion of the Board of Directors, be filled by appointment of the first alternate.

A Board member may request a Leave of Absence which must be approved in advance of the leave by the LEPA Board. Any such leave should not normally exceed 60 days, unless the leave is associated with active or reserve military status. All requests for Leaves of Absence must be addressed to the LEPA Board.

Standing Board members may designate a representative, in writing, to participate ~~on~~ at Board meetings in advance of any absence.

DISTINGUISHED LIFE MEMBERS

Distinguished Life Members are those individuals recognized for their contributions to LEPA and public safety. These individuals are non-voting members of the Association. Candidates for Distinguished Life Members shall be submitted to the LEPA Board by the Nominating Committee for consideration. Should a distinguished Life Member be elected to the Board after their election as a Distinguished Life Member, individual must fulfill all other requirements as a member, including payment of dues, in order to serve the elected term.

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ARTICLE V
OFFICERS OF THE ASSOCIATION

The officers of LEPA shall consist of the following:

- President
- Vice President
- Treasurer

The officers shall be elected by the Board members at the meeting of the Board to be held the day prior to the annual workshop, unless unforeseen events require current officer terms to be extended, and shall set the general direction of the Board. The newly elected officers shall be announced at the annual workshop and shall assume office at 12:01 a.m. on July 1 of each year. The officers of the Board shall be elected in the manner prescribed in Robert's Rules of Order. Vacancies in any elected office, other than the President, shall be filled by election at the next meeting of the Board of Directors. To qualify for nomination for election to an officer position, a candidate must serve on the Board of Directors, in an elected capacity, for at least one (1) year prior to nomination.

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ARTICLE VI

DUTIES OF THE BOARD OF DIRECTORS AND THE ELECTED OFFICERS

Board of Directors: The Board of Directors will act as a liaison between the Association, its membership and the various political subdivisions of the state. The Board will ensure that the officers of the Association carry out a comprehensive program for the benefit of the membership. Candidates for the three (3) Officer positions on the Board must serve the completion of their Officer term within their three (3) year elected term on the Board.

President: The President shall preside at meetings of the membership and the Board of Directors. The President shall be responsible for authorizing expenditures within the approved budget to perform duties of the office according to Robert's Rules of Order. The President shall have the authority to spend allocated funds to promote the concepts for which LEPA upholds. The documentation of expenses shall be provided to the Treasurer for reimbursement. The President is authorized by his/her signature, to enter into any and all contractual obligations on behalf of this corporation with documented approval of the Executive Board. The President shall appoint Committee Chairpersons. The President may also recommend members to serve on committees.

Vice President : The Vice President shall preside at meetings of the membership and the Board of Directors in the absence of the President. If the President is unable to complete the term of office, the Vice President shall automatically succeed to the position of President for the remainder of his term. A new Vice President shall be elected at the next meeting of the Board of Directors.

Treasurer: The Treasurer shall have the responsibility of controlling and safeguarding all monies and securities belonging to the Association, and, according to practices and policies established by the Board of Directors, disburse or direct the disbursement of Association funds. The Treasurer shall keep a record of all monies received and disbursed by the Association, and perform such other duties as may be required by the Board of Directors. The Treasurer shall present financial reports at each scheduled meeting of the Board of Directors. The treasurer shall have a previous year Financial Report available to the membership annually at the conference. A-peer audit may be conducted at the Board of Directors request and approval to ensure fiscal responsibility. At the expiration of his/her term of office, he shall turn over to his successor all records, funds, and property of the Association in his control.

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REGIONAL OHSEP DIRECTOR: This standing position is selected by the nine (9) Regional OHSEP Directors as a representative to the LEPA Board. This position shall be responsible for monitoring State of Louisiana House and Senate legislation pertinent to the mission of LEPA. This representative shall develop and present a written position and recommendations for applicable legislation and relevant issues for the Board to consider.

LERC Representative: This position is appointed by the Governor of the State of Louisiana. The Board of Directors shall elect an individual from the general LEPA membership to act as representative of the LEPA organization on the Louisiana State Emergency Response Commission (LERC). This individual will attend LEPA Board meetings for status reporting purposes and shall serve a term of at least four years, concurrent with the LERC appointed term.

ARTICLE VII

MEETINGS OF THE BOARD OF DIRECTORS

The Board of Directors will meet each quarter or whenever necessary and on the day prior to the annual Workshop of the Association. Other special meetings of the Board of Directors may be called by the President for specific purposes. Notices for meetings should be sent at least fifteen (15) days prior.

Board members who cannot attend a scheduled Board meeting shall notify the Association Coordinator in advance. Board members who fail to attend two (2) of the quarterly Board meetings within the past consecutive twelve (12) months are subject to possible removal from the Board. Removal will be determined by the LEPA Board and communicated in writing by the President. An absent Board member may appoint another Board member as their proxy. Such appointments shall be made in writing to the or by email to the LEPA Association Coordinator prior to that scheduled Board Meeting. A Board member shall not be empowered as proxy for more than one (1)-Board member per LEPA Board meeting. This rule of proxy voting shall not apply to the election of officers of the LEPA Board.

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ARTICLE VIII
QUORUMS AT MEETINGS

A simple majority of the Board members represented in person or by proxy constitutes a quorum.

ARTICLE IX
STANDING COMMITTEES

Standing committees are established to ensure that the various aspects of the management, administration, and organizational affairs of the association are carried out in an orderly manner. The standing committees are:

- Nominating
- Charter & By-Laws
- Workshop
- Membership
- Certification

The Board of Directors will be responsible for defining the responsibilities in writing for each Standing Committee, and shall amend, modify, or otherwise change and update the responsibilities as conditions warrant. The responsibilities of standing committees will be defined in ARTICLE X.

In addition to the Standing Committees, the President or Board of Directors may create Ad Hoc Committees to perform special tasks when the need arises. The President will appoint the Chairperson of Ad Hoc Committees and the members of the committees will be appointed in the same manner as all other committees of the Association.

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ARTICLE X

NOMINATING COMMITTEE

This committee will coordinate the election of the Board of Directors by attempting to select at least twice as many nominees as there are vacancies and presenting them to the Board of Directors for consideration. This committee should consider candidates for nomination to the Board of Directors based upon the discipline composition as reflected in the Association membership. The Chairperson will contact nominees prior to submitting their names to the Board of Directors. The Chairperson will be responsible for tallying the ballots and determining the newly elected Directors. The Chairperson will communicate the results to the President and the Board of Directors.

Election of the Directors shall be by an electronic ballot by active members. The membership shall receive a brief resume' of the nominees by email with a notice to vote electronically by an established deadline. The nomination ballot will be finalized on April 1 of the election year. The ballot will be prepared and sent out no later than April 15 to the membership. The voting will close on April 30. At the time of new membership or membership renewal, a member may choose to elect to vote by U.S. Postal Service Mail. If so, a self-addressed stamped ballot shall be provided for the convenience of that member and the ballot must be postmarked no later than the established deadline in order to be counted. The nominees receiving the most votes shall be elected. To qualify for nomination for election to the Board of Directors, a person must have been a paid member of LEPA for the past consecutive twelve (12) months. At least three (3) positions on the Board of Directors should be represented by private business/industry, so as to continue to promote the ongoing mission of LEPA of private-public partnerships.

CHARTER & BY-LAWS COMMITTEE

The Charter & By-Laws Committee shall be responsible for the review of the LEPA By-Laws and policies. Such review will be conducted to keep the by-laws current. This committee shall present a draft of by-laws changes to the Board of Directors for consideration and approval, and assure that adherence to the Charter & By-Laws is maintained by the Board of Directors.

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WORKSHOP/CONFERENCE COMMITTEE

The Workshop/Conference Committee shall be responsible for organizing the Annual LEPA Workshop/Conference. This will be done in accordance with the LEPA Board's direction and approval. This committee will conduct the LEPA Workshop within the budget set and approved by the LEPA Board. The Workshop/Conference Committee will coordinate activities for Awards. The Awards Sub-Committee shall be responsible for soliciting, selecting and awarding nominees for LEPA Awards during the annual workshop.

MEMBERSHIP COMMITTEE

The Membership Committee, by direction of the LEPA Board shall solicit new and renewed membership of LEPA. The committee will be responsible for developing and executing an organized approach of soliciting potential LEPA members and for maintaining a current membership listing. The Committee shall maintain the membership discipline composition to assure appropriate representation on the Board.

CERTIFICATION COMMITTEE

The Certification Committee is designed to develop, promote and advance emergency management and disaster preparedness in Louisiana. The program (Louisiana Emergency Manager) will encompass training experience and testing and will follow the IAEM Certified Emergency Manager curriculum. LEPA will manage and administer the LEM program.

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ARTICLE XI

ANNUAL WORKSHOP/CONFERENCE OF THE ASSOCIATION

The annual workshop/conference of the Association will be scheduled each year at a time and place to be established by the Board of Directors. The workshop/conference will be presided over by the President who will announce the officers elected by the Board of Directors. The site of the workshop/conference for the succeeding year will be announced at the workshop. The membership will be notified of the place and time for the workshop/conference.

In addition to the Workshop/Conference, special meetings of the membership of the Association may be called by a majority vote of the Board of Directors at any meeting of the Board.

ARTICLE XII

FISCAL YEAR

The fiscal year of the Association shall be on a calendar year, January 1 through December 31. As stated in ARTICLE III, dues and membership, will also be paid on a calendar year basis, January 1 through December 31.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the parliamentary authority for all matters of procedures not specifically covered in this document.

ARTICLE XIV

DISCLAIMER OF ENDORSEMENTS

No individual member or group of members of this Association shall have the authority to endorse or recommend any product or service in the name of this Association.

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ARTICLE XV

AMENDMENTS

These by-laws may be amended by a two-thirds (2/3) vote of the Board of Directors present at any meeting of the members where notice has been communicated not less than fifteen (15) days prior to such meeting that amendments are to be considered at the meeting. Such notice shall state the proposed amendments and the present section(s) to be amended. There shall be a discussion included as to the reasons the proposed amendments are being offered. At least annually, this document shall be reviewed for content, accuracy and applicability by the Charter & By-Laws Committee. Any such proposed amendments must have been proposed by the Charter and By-Laws Committee to the Board of Directors and approved by them. The Board of Directors should consider all amendments in whole, but when this is not practical due to the volume of proposed amendments, each recommendation may be singularly identified for approval or rejection.

The Association Coordinator shall maintain the original copy of the By-Laws and provide a copy to an Association member so requesting.

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTENTIONS: _____

These by-laws are approved and adopted this 17 day of October, 2025.

President

Vice President

Treasurer

Revisions:

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6/4/97, 3/98, 7/8/98, 3/12/99, 4/7/00, 2/9/01, 10/25/02, 12/12/03, 10/01/04, 11/19/04, 5/26/05, 3/24/06, 12/08/06,
1/26/07, 05/30/11, 9/12/14, 11/1/15, 12/27/16, 3/2/18, 7/31/18, 11/7/18, 7/30/19, 10/17/25

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