

NMFMA Policy 00-1: Operating Policies

1. From time to time, it will be appropriate for the NMFMA Board of Directors to establish NMFMA policies and operating procedures. This policy establishes procedures for the development, presentation and adoption of NMFMA policies.
2. Policies may be proposed by any voting member, any duly constituted NMFMA committee or by the Board of Directors.
 - a. Policies proposed by a member of NMFMA who is not a Board member must be presented (with fifteen copies) to any Board member at least seven days prior to a Board meeting.
 - b. Any Board member may present a proposed policy to the Board by providing fifteen copies during any Board meeting.
3. Policies may be adopted by the Board of Directors during a Board meeting or by mail.
4. Policies adopted by the Board of Directors will become effective immediately.
5. An adopted policy may be revised or repealed by the Board at any Board meeting without notice required.

**ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO
FLOODPLAIN MANAGERS ASSOCIATION THIS 3rd DAY OF FEBRUARY, 2000.**



Mike Czosnek, Chair, NMFMA

NMFMA Policy 00-2: Resolutions

6. From time to time, it will be appropriate for the NMFMA to take positions on state and national floodplain management issues. This policy establishes procedures for the development, presentation and adoption of resolutions on state and national floodplain management issues. "State and national floodplain management issues" includes any subject reasonable included in the constitutional purpose of the NMFMA.
7. Resolutions may be proposed by any voting member, any duly constituted NMFMA committee or by the Board of Directors.
 - c. Resolutions proposed by a member of NMFMA who is not a Board member must be presented (with fifteen copies) to any Board member at least seven days prior to a Board meeting. Such resolutions will be presented to the membership by the Board of Directors with a recommendation for or against adoption.
 - d. Any Board member may present a proposed resolution on floodplain management issues to the Board by providing fifteen copies during any Board meeting. Such resolutions will be presented to the membership by the Board of Directors with a recommendation for or against adoption.
8. Resolutions may be adopted or rejected by the membership during a general membership meeting or by mail.
 - a. Resolutions may be brought to the membership during a regular membership meeting by the Board of Directors or by a committee of the NMFMA. All such resolutions will be presented to the membership in writing, and discussion of such resolutions will be allowed prior to a vote. Resolutions must be approved by a 2/3 majority of the voting members present.
 - b. When there is an urgent matter for which the Board of Directors feels a resolution should be adopted, such resolution will be mailed to all voting members. For adoption of a resolution by mail, at least 25% of the voting members must respond, and 2/3 of the respondents must favor the resolution.
9. Resolutions will become effective immediately upon adoption unless the resolution includes a specific effective date.

ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION THIS 3rd DAY OF FEBRUARY, 2000.



Mike Czosnek, Chair, NMFMA

NMFMA Policy 00-3a: Awards

From time to time, the NMFMA wishes to bestow recognition upon certain members for their work on behalf on the NMFMA or their work in floodplain management in the State of New Mexico. This policy describes the awards which may be bestowed by the NMFMA.

1. An Awards Committee is hereby established. This committee consists of the Chair, the Immediate Past Chair, the State NFIP Coordinator and two Board Members appointed by the Chair.
2. The NMFMA Chair shall be the Chair of the Awards Committee and shall call committee meetings as needed in conjunction with Board Meetings. The Chair shall be responsible for ensuring that all awards are available for presentation.
3. Awards shall be presented at an Awards Luncheon during the Spring meeting of the NMFMA.
4. The Awards Committee shall solicit and accept nominations for awards, and members of the Awards Committee may submit nominations for awards.
5. Normally, each member of the Board of Directors will be awarded a plaque when they leave an office or are replaced as a Regional Director. If the Awards Committee feels that a departing Board Member does not deserve recognition by NMFMA, this decision may be made by a unanimous vote of the Committee.
6. Except for plaques for Board Members, awards shall not be made posthumously.
7. The "Grant Pinkerton Service Award" may be made once each year to an individual or organization which has provided exceptional service to the NMFMA over the past year or over a longer period of time. This is the NMFMA's highest award, and it is not necessarily awarded each year.
 - a. The Awards Committee shall design this award for the first recipient, and this design shall be used for subsequent "Grant Pinkerton Service Awards."
 - b. This award should be a surprise to the recipient at the Awards Luncheon, unless the award is made to an organization, in which case the Committee should invite the highest possible representative of that organization (Mayor, Chairman, Chief Engineer, etc.) to receive the award.
 - c. Should a member of the Awards Committee be nominated for this award, the other members of the Awards Committee shall consider this nomination in secrecy, and if the Committee member is chosen for the award, shall take whatever steps are necessary to ensure that the recipient is surprised.
8. The "Floodplain Management Award" may be made once each year to an individual or organization which has made exceptional achievements in floodplain management in a New Mexico community over the past year or over a longer period of time. This is the NMFMA's second highest award, and it is not necessarily awarded each year.
 - a. The Awards Committee shall design this award for the first recipient, and this design shall be used for subsequent "NMFMA Service Awards."

- b. This award should be a surprise to the recipient at the Awards Luncheon, unless the award is made to an organization, in which case, the Committee should invite the highest possible representative of that organization (Mayor, Chairman, Chief Engineer, etc.) to receive the award.
- c. Should a member of the Awards Committee be nominated for this award, the other members of the Awards Committee shall consider this nomination in secrecy, and if the Committee member is chosen for the award, shall take whatever steps are necessary to ensure that the recipient is surprised.
9. Any other awards presented by the NMFMA will require either an amendment to this policy or a resolution by the NMFMA membership.

ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION THIS 10TH DAY OF NOVEMBER, 2000.



Mike Czosnek, Chair, NMFMA

AMENDED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION THIS 13TH DAY OF FEBRUARY, 2003.



NMFMA Policy 00-4: Computer Equipment

1. Any computer equipment purchased by the NMFMA shall normally be maintained at the office of the Executive Director.
2. Any computer equipment purchased by the NMFMA will be used exclusively for NMFMA business.
3. Appropriate computer equipment shall be taken to meetings, conferences and Board meetings to be used by the NMFMA, its Directors and its membership for all appropriate NMFMA business.
4. If NMFMA computer equipment is to be used at any place where the Executive Director cannot transport it, the Executive Director shall be notified in writing by the Chair that the equipment is to be given to an NMFMA member or shipped to a specific location.
5. If NMFMA computer equipment is to be used at any place where the Executive Director cannot transport it, it will either be transported to such location by another NMFMA member or properly packed and shipped by secure carrier to an NMFMA member. After such use, the computer equipment shall either be delivered to the office of the Executive Director by an NMFMA member or properly packed and sent by secure carrier to the Executive Director's office.

**ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO
FLOODPLAIN MANAGERS ASSOCIATION THIS 10TH DAY OF NOVEMBER, 2000.**

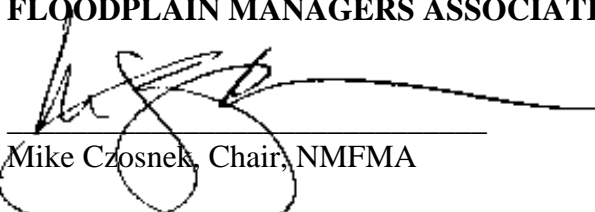


Mike Czosnek, Chair, NMFMA

NMFMA Policy 00-5: Display Materials

1. Any display equipment purchased by the NMFMA shall normally be maintained at the office of the Executive Director.
2. Any display equipment purchased by the NMFMA will be used exclusively for NMFMA business.
3. Appropriate computer equipment shall be taken to meetings, conferences and Board meetings to be used by the NMFMA, its Directors and its membership.
4. All NMFMA members are encouraged to use this display equipment to promote the NMFMA and floodplain management in New Mexico and its communities. Appropriate uses for this display include, but are not limited to, county fairs, community events, meeting of other associations, and other events within and without the State of New Mexico where the public, related trades or public officials need to be informed about the NMFMA and floodplain Management.
5. If any member of the NMFMA wishes to use the display materials, they must contact the Executive Director in writing at least 15 days prior to the event, describing the use of the materials and providing an address to which the materials should be shipped. The member agrees to be responsible for any loss or damage to the materials.
6. If the Executive Director is not convinced that the use is appropriate, he shall immediately contact the Chair, or if the Chair is not available, the Vice Chair. If the Chair or the Vice Chair is not convinced that the use is appropriate, he shall poll the Board of Directors by telephone and act according to a majority of the Board Members available.
7. If appropriate, the Executive Director will ship the display materials as requested by secure carrier, at the expense of the NMFMA. When the event is over, the NMFMA member who requested the materials shall ship them to the Executive Director at his own expense.
8. If there is a conflict in requests for use of the display materials, the request received first will be honored.
9. If scheduling dictates, the Executive Director may instruct a user to ship the display materials directly to another user.

ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION THIS 10TH DAY OF NOVEMBER, 2000.



Mike Czosnek, Chair, NMFMA

NMFMA Policy 00-6: Travel Reimbursement

1. NMFMA members may be reimbursed for travel expenses when their travel is for the express purpose of conducting business for the NMFMA.
2. The Board of Directors may authorize travel reimbursement in advance of the travel.
 - a. Authorization may be for a specific trip, such as a scheduled meeting.
 - b. Authorization may be for a specific purpose, such as a trip to an unscheduled meeting or a legislative hearing which is not yet scheduled.
3. The Board of Directors may authorize reimbursement for travel after the travel has occurred, provided they feel that the travel was necessary for the purposes of the NMFMA.
4. Any NMFMA member who wishes to be reimbursed for travel by the NMFMA must submit a reimbursement request to the Executive Director within 90 days of the completion of the trip. Such request for reimbursement shall be made using a current "NMFMA Travel Reimbursement Form." Reimbursement shall only be made for authorized travel.
5. Reimbursement shall be limited to actual airfare and hotel costs, ground transportation, the current mileage rate published by the Government Accounting Office for use of a privately owned vehicle, taxis, and up to \$25.00 per day for meals, tips and incidental expenses within New Mexico and up to \$35.00 per day outside New Mexico. Receipts must be provided for airfare and hotel rooms.
 - a. Other expenditures, including copying costs, telephone charges, conference registrations, etc. must be approved separately by the Board of Directors.
6. NMFMA members are encouraged to obtain reimbursement from their employers if possible, and use NMFMA funds for travel only as a last resort.
7. Travel reimbursement may be requested by members of the Board of Directors to attend Board meetings, but travel reimbursement shall not normally be made to any member for attendance of NMFMA conferences or membership meetings.

**ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO
FLOODPLAIN MANAGERS ASSOCIATION THIS 10TH DAY OF NOVEMBER, 2000.**



Mike Czosnek, Chair, NMFMA

NMFMA Travel Reimbursement Form

Name: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Purpose of Travel:

Time of Departure: _____ Time of Return: _____

Date	Miles/Amount ¹	Airfare ²	Hotel ²	Meals ³	Other Trans	Total
Totals						

- ¹ Current GAO rate is \$0.505 per mile.
- ² Receipts must be provided.
- ³ Up to \$25.00 per day for travel in NM, up to \$35.00 for travel outside NM.

The total amount of this request for reimbursement is _____.

I certify that these are my true expenses for the trip describes above. I hereby request reimbursement in accordance with NMFMA policy.

Signature

Date: _____

NMFMA Travel Reimbursement Form (Sample)

Name: John Jones

Address: 123 Main Street

Address: _____

City: Sometown State: NM Zip: 88999

Purpose of Travel: Attend Senate Land Use Committee Hearing October 25 - 26, 2000 in Santa
Santa

Fe. _____

Time of Departure: 4:00 AM Time of Return: 11:00
PM

Date	Miles/Amount ¹	Airfare ²	Hotel ²	Meals ³	Other Trans	Total
10/25/00	247/ \$90.16	0	\$56.38	\$25.00	0	\$171.54
10/26/00	244/ \$89.08	0	0	\$25.00	0	\$114.08
Totals	\$179.24	0	\$56.38	\$50.00	0	\$285.62

¹ Current GAO rate is \$0.365 per mile.

² Receipts must be provided.

³ Up to \$25.00 per day for travel in NM, up to \$35.00 for travel outside NM.

The total amount of this request for reimbursement is \$285.62.

I certify that these are my true expenses for the trip describes above. I hereby request reimbursement in accordance with NMFMA policy.

JOHN JONES
Signature

Date: 03/05/02

NMFMA Policy 01-1: Goals and Objectives
(Superceded by Policy P-02-1)

~~An organization like the NMFMA needs establish goals and objectives to achieve its purposes as they are stated in the Bylaws. The objectives of the Association are a more explicit long-range statement of the purposes, and annual goals help the Association meet those objectives.~~

- ~~1. Each Fall, the Chair shall draft Goals and Objectives for the following calendar year.~~
- ~~2. These draft Goals and Objectives shall be presented to the Board of Directors during the last Board meeting of the calendar year, or in writing before the end of the year.~~
- ~~3. Prior to the Spring meeting, the Board of Directors shall adopt Goals and Objectives based on the Chair's draft. The Board may amend the Chair's draft as they deem appropriate.~~
- ~~4. The adopted Goals and Objectives shall be presented to the membership during the Spring meeting.~~
- ~~5. The Chair shall prepare a written progress report to the membership discussing the previous year's Goals and Objectives. This report shall be provided to the membership during the Spring Meeting.~~

**ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO
FLOODPLAIN MANAGERS ASSOCIATION THIS 21st DAY OF FEBRUARY, 2001.**



Mike Czosnek, Chair, NMFMA

NMFMA Policy 01-2: Certification Board

The NMFMA Certification Committee has put New Mexico in a leadership position in certification of floodplain managers under the program developed by the Association of State Floodplain Managers (ASFPM). At this time, it is necessary to create a different kind of supervisory organization for the NMFMA certification program.

The Board of Directors hereby establishes a Certification Board, as further defined herein, to oversee the NMFMA floodplain managers certification (CFM) program. The Certification Board will present proposed revisions to the NMFMA Bylaws to the membership at the Fall, 2001 membership meeting to include these provisions.

1. Certification Board Membership:

- a. The Certification Board shall consist of 5 members.
- b. Each member of the Certification Board shall be a New Mexico CFM
- c. Each member of the Certification Board shall be a member of the NMFMA.
- d. Each member of the Certification Board shall be appointed annually by the Chair of NMFMA during the Fall Membership Meeting of the NMFMA, except that the Chair of NMFMA shall appoint five members immediately after adoption of this policy.
- e. There shall be no term limits for members of the Certification Board, but they may be replaced at the direction of the Chair of the NMFMA.
- f. The Chair of the Certification Board shall be appointed by the Chair of NMFMA.
- g. The New Mexico State NFIP Coordinator shall be a member of the Certification Board.
 - (1) If he/she is not a New Mexico CFM or not a member of the NMFMA, any other employee of the State NFIP Coordinating Agency (DPS) who is a New Mexico CFM and a member of the NMFMA shall be appointed by the Chair of NMFMA to this position until the State NFIP Coordinator becomes a CFM and/or a member of the NMFMA.
 - (2) If no employee of the State NFIP Coordinating Agency (DPS) is a New Mexico CFM and a member of NMFMA, the Chair of NMFMA shall appoint any member CFM as the fifth member of the Certification Board.

2. Certification Board Responsibilities:

- a. The Certification Board shall oversee the New Mexico procedures for the certification of floodplain managers as specified in the CFM Charter that has been accredited by the Certification Board of Regents (CBOR) of the Association of State Floodplain Managers (ASFPM).
- b. The Certification Board shall make revisions to the Certification Charter as needed to keep the New Mexico certification program nationally accredited by the CBOR.
- c. The Certification Board shall proctor CFM exams whenever they are offered, at least at each NMFMA conference, grade the exams, and correspond with each applicant in accordance with the CFM Charter; issue CFM certificates; and maintain all records of New Mexico Certified Floodplain Managers (CFMs).
- d. The Certification Board shall be responsible for ensuring that each New Mexico CFM is kept informed of the continuing education credit requirement of the CFM Charter.

ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION THIS 21st DAY OF FEBRUARY, 2001.


Mike Czosnek, Chair, NMFMA

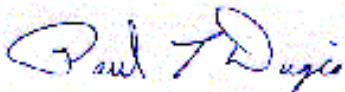
NMFMA Policy 01-3: Financial Oversight

The following is the statement of the responsibilities of the NMFMA Treasurer from the Bylaws: *"The Treasurer shall collect membership dues, conference registration fees and any other income to the Association, and shall pay all bills and obligations of the Association. The Treasurer shall prepare the annual budget, file all tax records, present income statements to the general membership, and keep the Board of Directors informed of the financial status of the Association. The Treasurer shall keep the membership roster."*

Operationally, many of these functions are done by the Executive Director. This policy establishes the working relationship between the Treasurer and the Executive Director:

1. The Executive Director shall, on behalf of the Treasurer, collect membership dues, conference registration fees and other income to the Association.
2. The Executive Director shall, on behalf of the Treasurer, pay all bills and obligations of the Association.
3. The Executive Director shall, on behalf of the Treasurer, file all tax records for the Association, and shall send the Treasurer copies of all tax correspondence.
4. Quarterly, or more frequently if requested by the Treasurer, the Executive Director shall provide a printed record of all financial transactions of the Association to the Treasurer for review. Invoices or receipts for all amounts over \$100 shall be attached to this printed record. The Treasurer shall use this record to keep the Board of Directors informed of the financial status of the Association.
5. The Executive Director shall prepare a proposed budget and submit it to the Treasurer at least 15 days prior to the Spring membership meeting of the Association. The Treasurer shall amend this budget as he/she desires and submit it to the Board of Directors at its meeting prior to the Spring membership meeting.
6. Quarterly, or more frequently if requested by the Treasurer, the Executive Director shall provide a printed membership roster to the Treasurer.

ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION THIS 23rd DAY OF FEBRUARY, 2001.



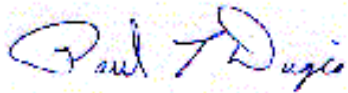
Paul Dugie, Chair, NMFMA

NMFMA Policy 01-4: Committees

An organization like the NMFMA needs active committees of volunteers to accomplish its goals and objectives. Under the Bylaws, committees are established by the Chair and committee chairs are appointed by the Vice Chair of the NMFMA. Committees need to respond to and expand on the adopted goals and objectives of the Association. They should function more or less independently, but with direction from the Board of Directors. Therefore:

1. After each election of officers, the Chair of the NMFMA shall review existing committees and report in writing to the Board of Directors his desire to keep or disband each committee in existence when he/she is elected.
2. At any time, the Chair of the NMFMA shall create new committees as he/she sees fit.
3. The Vice Chair shall solicit volunteers to chair each committee established by the Chair.
4. For new committees, the Chair and the Vice Chair shall present goals and objectives to the Board of Directors for approval. These goals and objectives shall be established before the Vice Chair seeks a committee chair for a new committee.
5. Each committee will meet at least twice each year, during the Spring and Fall conferences. If deemed necessary by the committee chair, a committee may have other meetings.
6. The chair of each existing committee shall prepare a written progress report for the Spring meeting of the NMFMA. This report shall be submitted to the Executive Director at least 14 days prior to the Spring meeting so that it may be distributed to the Board of Directors and the membership during that meeting.
7. The chair of each existing committee shall prepare goals and objectives for the following year. These goals and objectives shall be adopted by the committee during the Spring meeting, and shall be presented to the membership and the Board of Directors before the end of the Spring conference.
8. The annual report of each committee and the goals and objectives of each committee will be posted on the NMFMA web site and will be distributed to the members present at NMFMA Spring conferences.

ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION THIS 23rd DAY OF FEBRUARY, 2001.



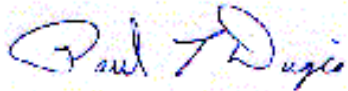
Paul Dugie, Chair, NMFMA

**NMFMA Policy P 02-1: Goals and Objectives
(Supercedes Policy P-01-1)**

An organization like the NMFMA needs establish goals and objectives to achieve its purposes as they are stated in the Bylaws. The objectives of the Association are a more explicit long-range statement of the purposes, and annual goals help the Association meet those objectives.

1. Each Spring, the Chair shall draft Goals and Objectives for the following year. The effective year will be from one Spring Conference to the next Spring Conference.
2. These draft Goals and Objectives shall be presented to the Board of Directors during the last Board meeting before the Spring Membership meeting.
3. Prior to the Spring Membership Meeting, the Board of Directors shall adopt Goals and Objectives based on the Chair's draft. The Board may amend the Chair's draft as they deem appropriate.
4. The adopted Goals and Objectives shall be presented to the membership during the Spring meeting.
5. The Chair shall prepare a written progress report to the membership discussing the previous year's Goals and Objectives. This report shall be provided to the membership during the Spring Meeting.

**ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO
FLOODPLAIN MANAGERS ASSOCIATION THIS 17th DAY OF JANUARY, 2002.**



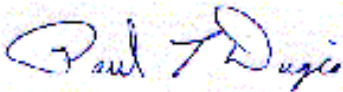
Paul Dugie, Chair, NMFMA

NMFMA Policy P 02-2: Newsletter

1. **Frequency:** The NMFMA newsletter, *High Waters*, is published four times each year.
2. **Distribution:** The newsletter is distributed to all NMFMA members and to others as determined by the Board of Directors.
 - a. The Executive Director shall maintain a mailing list for the Newsletter.
 - b. The Board of Directors shall provide general guidelines for the mailing list. These guidelines shall be included as Appendix 1 to this Policy.
 - c. Appendix 1 of this policy shall be reviewed by the Board of Directors at their first meeting of a calendar year.
 - d. The executive Director shall submit a revised mailing list to the Newsletter Editor at least 15 days prior to the mailing date of each edition of the newsletter.
 - e. The Newsletter Editor shall use the most recent mailing list for each edition.
3. **Editor:** The Chair shall nominate a volunteer Newsletter Editor. The Board of Directors shall approve the nomination.
4. **Content:** The Board of Directors and the Newsletter Editor shall be responsible for the content of the newsletter.
 - a. The purpose of the newsletter is to inform NMFMA members and other of the objectives of the NMFMA as expressed by the NMFMA Constitution and Bylaws, NMFMA resolutions and policies, and other positions expressed by the Board of Directors.
 - b. If the newsletter editor has questions about the content of items submitted for publication in the newsletter, he/she shall ask the Chair for direction. The Chair may make a decision, or he/she may solicit opinions from the Board of Directors.
5. **Electronic Version:** When the newsletter is ready to print, the Newsletter Editor shall e-mail the newsletter to the Executive Director for publication on the NMFMA web site.
6. **Reimbursement:** The Newsletter Editor shall arrange with the Executive Director for reimbursement for printing and mailing the newsletter.
 - a. It is expected that the time spent editing and producing the newsletter shall be donated.
 - b. The Newsletter Editor shall have the newsletter printed at a reasonable cost.
 - c. The Newsletter Editor shall prepare the newsletter for mailing at a reasonable cost. This cost may include postage and preparation of the newsletter for mailing, including folding, stapling, affixing stamps and labels, and other reasonable costs.
 - d. Within 15 days of mailing the newsletter, the Newsletter Editor shall bill the NMFMA for reimbursement of the printing and mailing costs.
7. **Support of Conference:** The newsletter is the primary means of advertising the two NMFMA conferences each year, and the publishing schedule shall reflect this.
 - a. The conferences will normally be held during the second week of April and the third week of October each year.
 - b. The newsletter will normally be mailed no later than March 1, June 1, September 1 and December 1 of each year.

- c. At the direction of the Chair, these dates may be adjusted if the conference dates are adjusted or for other reasons determined by the Chair to be compelling. However, the March 1 and September 1 newsletters should be mailed at least six weeks prior to the conference.
- d. The March 1 newsletter shall include:
 - (1) The registration form for the Spring Conference, along with all necessary hotel registration information.
 - (2) The dates and locations of the following Fall and Spring Conferences.
- e. The June 1 newsletter shall include:
 - (1) A summary of the Spring Conference based on the Conference Director's report or an article written by the Conference Director.
 - (2) The dates and locations of the Fall and Spring Conferences.
- f. The September 1 newsletter shall include:
 - (1) The registration form for the Fall Conference, along with all necessary hotel registration information.
 - (2) The dates and locations of the following Spring and Fall Conferences.
- g. The December 1 newsletter shall include:
 - (1) A summary of the Fall Conference based on the Conference Director's report or an article written by the Conference Director.
 - (2) The dates and locations of the Spring and Fall Conferences.

**ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO
FLOODPLAIN MANAGERS ASSOCIATION THIS 17th DAY OF JANUARY, 2002.**



Paul Dugie, Chair, NMFMA

Appendix 1 to Policy P 02-2

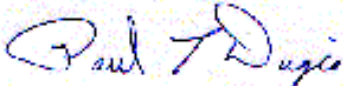
1. The mailing list as of December 31, 2001 shall serve as the initial mailing list for the newsletter. This list has about 525 addressees and includes:
 - a. All current NMFMA members.
 - b. Other community officials in New Mexico communities.
 - c. Officials from many Pueblos and Indian Nations in New Mexico.
 - d. State and federal agencies involved in floodplain management in New Mexico.
 - e. Others who have requested the newsletter.
 - f. Others whose names have been added by NMFMA members over the years.
2. The Executive Director shall keep the mailing list current with NMFMA members.
3. The Executive Director shall keep the list current by removing the names of recipients whose newsletters are returned by the postal service as “undeliverable.”
4. Any person may be added to the newsletter at their request.
5. Any NMFMA member may add up to three addressees to the mailing list by providing appropriate address information to the Executive Director.
6. Addition of more than three names to the mailing list shall be approved by the Board of Directors.

NMFMA Policy 02-3: Sponsorship Recognition

As the NMFMA Conferences reach a larger audience, interest in corporate sponsorship has grown. In order to recognize sponsors consistently, the following should be followed:

1. Six months prior to each conference, the Conference Director and Program Chair shall draft a list of events and costs appropriate for sponsorship. In addition, potential sponsors will be identified for each event. After receiving approval by the Conference Committee, the Conference Director will pursue sponsorship for each event.
2. A sponsor will be identified on the cover of the Conference packet and on the web page (for contributions early in the planning). Sponsors that choose to host a specific event, will be identified with banner (or sign) at that event and listed on the Conference Program/agenda.
3. Levels of sponsorship are as follows:
 - a. Kokopelli; \$100 to \$499 contribution
 - b. Sandia; \$500 to \$999 contribution
 - c. Zia; \$1,000 to \$1,999 contribution
 - d. Enchantment; \$2,000 and above
4. As for volunteer hours contributed, we shall begin to recognize the individual, their company/agency and the estimated "dollar amount" for the pro bono time.
 - a. For example, the NMFMA newsletter editor would multiply \$50 per hour times the number of hours spent in order to determine the amount of the contribution from his/her agency or firm.
 - b. As another example, an individual that contributes time to the Board of Directors or to an NMFMA Committee would multiply \$50 per hour times the number of hours contributed.
 - c. A firm or agency that contributes cash would be recognized for the size of the contribution.
 - d. Recognition to firms and agencies would occur at each Conference. We will ask for contributions and hours in the March and September newsletters for the periods Oct 1 – Mar 31 and Apr 1 – Sep 30. The Conference Committee would send this request and tally the results. The results would be included in the Conference packets for the April and October conferences.

ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION THIS 15th DAY OF AUGUST 2002.



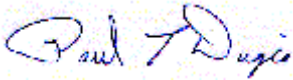
Paul Dugie, Chair, NMFMA

NMFMA Policy P 03-1: Compensation for the Executive Director

The Executive Director's Office is asked to do numerous mailings to Board Members, the NMFMA membership and others. This policy establishes procedures under which the Executive Director is compensated for these mailings.

1. The Executive Director maintains mailing lists for the newsletter, the membership and others. The Executive Director does not charge for this service.
2. When the Executive Director does mailings at the request of the Board of Directors, he will be compensated for printing and work time according to an agreement negotiated between the Executive Director and the Board of Directors each year. If no new agreement is negotiated, the previous year's agreement will remain in effect.
3. For all mailings, postage will be provided by the NMFMA. Such postage shall be purchased by the Executive Director as needed.
4. If requested, the Executive Director shall provide an estimate of the cost of each mailing.
5. Any NMFMA officer can approve mailings up to four (4) pages.
6. The Board of Directors shall approve mailings larger than four (4) pages.
7. The Executive Director's Office shall be compensated for time spent receiving and processing conference registrations.

ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION THIS 16th DAY OF APRIL, 2003.



Paul Dugie, Chair, NMFMA

Agreement for Compensation of Executive Director's Office

Calendar Year 2003

1. For mailings sent by the NMFMA Executive Director on behalf of the NMFMA, the following compensation shall be paid:
 - a. The NMFMA shall provide all postage.
 - b. The NMFMA shall pay \$30.00 per hour for time spent by the Executive Director's staff. The Executive Director shall not be compensated for his time.
 - c. If materials are printed or copied in his office, the NMFMA shall pay \$0.05 per page for such printing or copying.
 - d. For standard business envelopes, the NMFMA shall pay \$0.05 per envelope, including the mailing label.
 - e. For larger envelopes, the NMFMA shall pay \$0.20 per envelope, including the mailing label.
 - f. If the Executive Director chooses to have NMFMA documents copied commercially, the NMFMA shall pay for the copying plus staff time to get the copying done.
2. The Executive Director's Office shall be compensated at the rate of \$30.00 per hour for 20 hours per conference for receiving and processing conference registrations, printing invoices and mailing labels, and following up on purchase orders, etc.

Signed: Leslie A. Bond
Leslie A. Bond, Executive Director

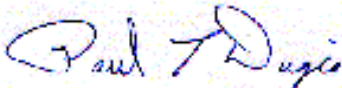
Signed: Paul Dugie
Paul Dugie, Chair, NMFMA

NMFMA Policy P 03-2: Contracts

From time to time, it will be necessary for the NMFMA to contract for services and to purchase goods. This policy defines the ways the NMFMA may enter into contracts to obtain services:

1. The Chair, the Treasurer or the Executive Director may enter into contracts for goods and services as directed by the Board of Directors for amounts not exceeding Five Hundred Dollars (\$500.00) to serve the purposes of the Association. Examples of such contracts are the purchase of awards, copying costs, mailing costs and other costs approved by the Board.
2. Conference Directors may enter into contracts for meeting space, refreshments, meals and other conference-related expenses after review and approval of the contracts by the Conference Committee Chair.
3. The Board of Directors may spend up to Five Thousand Dollars (\$5,000.00) for equipment at its sole discretion. It is expected that the person or persons directed to make these expenditures will shop for the best value, and will not profit directly or indirectly from the expenditure. The purchase of computer equipment, the display board and other equipment needed by the Association are examples of such expenditures.
4. For a single item that costs in excess of Five Thousand Dollars (\$5,000.00), the Treasurer shall obtain at least three bids.
 - a. In all cases, the Treasurer shall seek bids from low-cost vendors.
 - b. If possible, at least two bids shall be from sources in New Mexico.
 - c. A bid from a New Mexico source will be accepted over an out-of-state bid if the total cost including all tax is no more than Ten Percent (10%) more than the out-of-state bid.
 - d. Except for 4.c above, the item shall be purchased from the lowest bidder.
5. For each single contract for services in excess of Five Thousand Dollars (\$5,000.00), the Treasurer shall advertise the contract to NMFMA members. If no acceptable bids are received from NMFMA members, the Treasurer shall advertise the contract outside the membership.
 - a. The Treasurer shall develop procedures for advertising contracts.
 - b. The Treasurer shall develop a procedure for comparing proposals.
 - c. The Board of Directors shall award the contract based on cost, experience and other relevant factors. Lowest cost shall not be the determining factor.
 - d. The Board of Directors may direct the Chair to appoint a Selection Committee for any such contract. In this case, the decision of the Selection Committee shall be final.

ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION THIS 13th DAY OF FEBRUARY 2003.



Paul Dugie, Chair, NMFMA

NMFMA Policy P 05-1: Dues for New Members

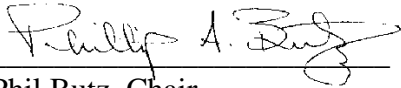
NMFMA dues are paid for a calendar year. Members are invoiced for membership dues in December for the following year.

It shall be the policy of NMFMA that any person who

1. Attends an NMFMA conference or other NMFMA function for which registration fees are charged for the first time, according to NMFMA records; and
2. Pays the registration fee for that conference function

shall be considered an Individual Member of NMFMA for the remainder of that calendar year. They will be invoiced as such the following December for the following calendar year.

ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION THIS 10th DAY OF MARCH, 2005.



Phil Butz, Chair
NMFMA

NMFMA Policy P 06-1: Nomination of Officers and Regional Directors

NOMINATION

- 1. Nominating Committee:** The Chair shall appoint a Nominating Committee of not less than three (3) members in good standing who are not candidates for any office.
- 2. Written notice:** The Nominating Committee shall provide written notice to the membership about the opening of nominations at least ninety (90) calendar days prior to the Spring business meeting at which the elections will be held.
- 3. Nominating Period:** The nominating period shall be open for thirty (30) calendar days with the closing date being forty-five (45) calendar days before the Spring business meeting at which the elections will be held.
- 4. Nominations:** The Nominating Committee shall accept nominations for Officers from any NMFMA member in good standing. Regional Directors shall be nominated for office from the qualified membership of the region that they are to represent.
- 5. Acceptance of Nomination:** The Nominating Committee shall ensure that each nominee for Officer and Regional Director is willing to serve in that capacity.
- 6. Notification:** The Nominating Committee shall present the list of qualified nominations to the membership and ensure that the list is posted on the NMFMA web site at least thirty (30) calendar days prior to the Spring business meeting at which the elections will be held.

ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION THIS 14 th DAY OF JUNE, 2006.



Mike Rudloff, Chair
NMFMA

NMFMA Policy P 06-2: Election of Officers and Regional Directors

ELECTIONS

- 1. Election Committee:** The Chair shall appoint an Election Committee of three (3) members in good standing who are not candidates for any office.
- 2. Ballot:** Voting shall be conducted by printed ballot distributed to members upon registration check-in for the conference and collected prior to the first general session of the Membership Meeting. Each completed ballot shall be placed in a double envelope with the member's name, both printed and signed, across the seal of the outer envelope.
- 3. Early Voting:** Any member in good standing may request an early ballot if he or she does not plan to attend the general membership meeting. An early vote must be received by the Association Secretary no later than seven (7) calendar days prior to the annual meeting at which elections are to be held. Each completed ballot shall be placed in a double envelope with the member's name, both printed and signed, across the seal of the outer envelope. A member voting by early ballot will not be eligible to vote at the meeting.
- 4. Vote:** The election of Officers shall be by a majority of all votes cast: (a) by members present at the Annual Spring meeting of the Association at which elections are to be held, and (b) by the early voting procedure. Regional Directors will be elected in the same manner as Officers except that each Regional Director will be elected solely by the voting membership of the region, which he/she is to represent.
- 5. Tabulation:** Ballots will be tabulated by the Election Committee under the direction of the Association Secretary with the results being presented to the Chair and Executive Director as soon as they are tabulated.
- 6. Runoff Ballot:** In the event of a lack of a majority vote for any office on the first ballot, a runoff ballot shall be taken during the business meeting between the two candidates receiving the highest number of votes on the first ballot. This runoff ballot shall be a written ballot. The candidate receiving the highest number of votes cast in the runoff ballot shall be elected.
- 7. Proxy:** Proxy voting is not permitted.

ADOPTED BY THE BOARD OF DIRECTORS OF THE NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION THIS 14 th DAY OF JUNE, 2006.



Mike Rudloff, Chair
NMFMA