

**BYLAWS  
OF THE  
NATIONAL EMERGENCY NUMBER ASSOCIATION INSTITUTE**

**Article I. NAME**

The name of the organization shall be the National Emergency Number Association Institute, also referred to as the NENA Institute. The NENA Institute is a program under the authority of the National Emergency Number Association, Inc. (NENA). There is no separate legal organization for the NENA Institute.

**Article II. OBJECT**

Section 1. The object of the NENA Institute is to:

- A. Support the activities of NENA and its members by raising and maintaining professional standards in the field of emergency number management.
- B. Define the Body of Knowledge which indicates broad competence in the implementation and administration of emergency telecommunications services and provides a mechanism by which individuals may demonstrate to the Institute that they have acquired this knowledge and are entitled to certification.
- C. Notwithstanding any other provision of these Bylaws, the Institute shall not engage in any activities which are not in furtherance of the purposes of the Institute or the purpose of NENA.

**ARTICLE III. OFFICERS**

Section 1. Designation and term of office

- A. The officers of the NENA Institute are the president, president-elect, secretary-treasurer, immediate past president, five regional delegates and two at-large delegates. Each officer has voting privilege.
- B. The president serves a one-year term and is automatically replaced each June at the annual NENA conference by the president-elect. The president then assumes the position of immediate past president for a one year term.
- C. The secretary-treasurer shall be elected in odd-numbered years and shall serve a two year term.
- D. Regional delegates representing the NENA Western, Southeastern and Canadian regions shall be elected in even-numbered years and shall serve a two year term. The Regional delegates representing the

NENA Eastern and North-Central Regions shall be elected in odd-numbered years and shall serve a two year term.

- E. Two at-large delegates are elected, one in even-numbered years and the other in odd-numbered years. The at-large delegates shall serve a two year term.
- F. Ex-officio members of the NENA Institute include the NENA Executive Director, the chair of the NENA Education Advisory Board or his/her designee for a one year term from July through the following June, and a NENA Executive Board member (appointed by President of NENA annually to serve July through the following June). Ex-officio members have voting privilege.

### Section 2. Eligibility

Each NENA Institute Board member shall be Public Sector or Private Sector member of NENA, as defined in the NENA Constitution. A nominee must be an Emergency Number Professional, as previously certified by the NENA Institute.

### Section 3. Nomination and election

- A. The NENA Institute Immediate Past President shall chair the nominating committee; he/she will select three NENA Institute Board members who are not up for election that particular year. If the Immediate Past President position is vacant, the Institute President shall chair the committee.
- B. The nominating committee can meet by conference call to conduct its business.
- C. Nominees must be NENA members in good standing and they shall be certified as ENP's prior to their nomination.
- D. The slate of nominees shall annually include the office of president-elect.
- E. Biennially in odd-numbered years, the slate of nominees shall include the secretary-treasurer and regional delegates representing the NENA Northeastern and North-Central regions and one at-large delegate.
- F. Biennially in even-numbered years, the slate of nominees shall include the regional delegates representing the NENA Western, Southeastern and Canadian regions and one at-large delegate.
- G. The office of immediate past president is filled by the president at the end of the one year term of office.
- H. The office of president is filled by the president-elect at the end of the one year term of office.
- I. The ex-officio members are not elected.

- J. The nominating committee shall propose a slate of candidates to be elected by the NENA Executive Board prior to its annual conference meeting.
- K. The slate of nominees shall be prepared and presented to the NENA Executive Board at least sixty days prior to the annual conference.
- L. The NENA Executive Board shall meet to consider and elect the slate of NENA Institute Board members no less than thirty days prior to the annual conference.
- M. If any of the candidates presented by the nominating committee are rejected by the NENA Executive Board, the nominating committee will recommend an alternative candidate(s) no less than two weeks before the annual conference.
- N. While not required, it is strongly recommended that the Executive Board elect NENA Institute board members no less than two weeks prior to the annual conference so the Institute Board can enjoy full membership during its meetings at the annual conference.
- O. The names of the new NENA Institute members shall be reported to the NENA membership during the annual business meeting.

Section 4. Duties of officers

- A. President – The president shall:
  - 1. Serve as chair of the NENA Institute Board and preside at all meetings
  - 2. Have general supervision of the Certification programs of the National Emergency Number Association.
  - 3. Appoint committees as allowed by these bylaws and board policies.
  - 4. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the NENA Executive Board.
  - 5. Serve as chief spokesperson for the NENA Institute to the NENA membership, the media, and other professional and accrediting organizations.
- B. President-elect – The president-elect shall:
  - 1. Discharge the duties of the President in the event of the absence or disability of the latter to perform these duties.
  - 2. Serve as the “Coordinator of Codification and Research” for the Institute. As such, the President-elect is responsible for coordinating item-writing activities, item-review sessions, and examination reviews.

3. Represent the NENA Institute in dealings with the contractor retained to produce and administer the certification examination.
  4. Be responsible for coordinating changes to the Body of Knowledge and content outline maintained by the Institute.
- C. Secretary-treasurer– The Secretary-treasurer shall:
1. Maintain minutes of all meetings of the NENA Institute Board.
  2. Review records of all funds received and dispersed by NENA on behalf of the Institute.
- D. Regional delegates– The regional delegates shall:
1. Coordinate item-writing sessions within their respective geographic regions.
  2. Represent the NENA Institute to the public safety communications industry and potential certification candidates in their regions.
- E. At-large delegates– The at-large delegates shall:
1. Represent the NENA membership.
  2. Coordinate NENA Institute activities and staffing at the annual NENA conference for dissemination of NENA Institute program information.

Section 4. Duties of ex-officio members

- A. NENA Executive Director– The NENA Executive Director shall:
1. Represent the procedural and management interests of NENA.
  2. Coordinate and assign staff support for NENA Institute activities.
  3. Facilitate financial support for NENA Institute activities within the parameters of the NENA budget.
- B. NENA Education Advisory Board (EAB) Representative – The NENA EAB representative shall serve as liaison between the NENA Institute and the efforts of NENA’s educational programs to ensure that the development of ENP exam material and educational material available to NENA members are compatible.
- C. NENA Executive Board Representative – the NENA Executive Board representative shall serve as liaison between the NENA Institute and the Executive Board to ensure that the development of ENP examination material and educational material available to NENA members is compatible with association policies.

Section 5. Board vacancies

- A. The NENA Executive Board shall also fill any vacancies on the Institute Board considering potential candidates submitted by the Institute Board.
- B. A vacancy in the office of president shall be filled by the president-elect for the remainder of that term, followed by one full term as president. In this case, the president-elect position remains open for the remainder of that term.
- C. A vacancy in the office of President-Elect shall be filled by special appointment by the NENA Executive Board to serve the remainder of that term.
- D. A vacancy in the office of immediate past president will be left open for the remainder of that term.
- E. A vacancy in a regional or at-large office shall be filled by special appointment by the NENA Executive Board to serve the remainder of that term.

**Section 6.** Resignation and removal from office

- A. Any Member of the NENA Institute may resign at any time by giving written notice to the NENA Executive Director, the NENA Institute Board President, and the Secretary-Treasurer of the NENA Institute Board. Such resignation shall take effect as specified in the notice, and no acceptance of such resignation shall be necessary.
- B. Any NENA Institute Board member may be removed by a two-thirds vote of a quorum of the NENA Executive Board.

**Section 7.** Compensation and assignment of ENP certification for Institute board members

- A. The Institute shall not pay any compensation to board members for services rendered to the Institute. All requests for reimbursement for Institute-related expenses shall be consistent with guidelines established by the National Emergency Number Association.
- B. As long as a person is a member of the Institute Board and for a period of two years following Board service, the members ENP certification remains current. During the two year period following NENA Institute board service, the member must accumulate twelve points in order to apply for ENP recertification. Charter members of the NENA Institute Board are granted ENP certification for lifetime.

**ARTICLE III. NENA INSTITUTE BOARD MEETINGS**

**Section 1.** NENA Institute board meetings.

- A. An annual business meeting, with members in attendance or attending via conference call, shall be held during the annual NENA conference.

- B. A second business meeting shall be conducted by conference call, or in conjunction with the annual examination review, or at a date, time and location as determined by the Institute President
- C. Other meetings of the NENA Institute Board shall be held as deemed necessary by the Institute President.
- D. All meeting expenses, including communications costs, shall be in accordance with the approved NENA annual budget for NENA Institute activities. Any forecasted expenses beyond those approved in the budget will be submitted, in advance, to the NENA Executive Director for approval by the NENA Executive Board unless the amount is within the discretionary authority of the Executive Director.
- E. The Institute Board may conduct its official meetings by conference call.

#### **ARTICLE IV. COMMITTEES**

The NENA Institute president may establish special or standing committees as deemed necessary. The chairperson of these committees shall be appointed by the Institute president; the chairperson may appoint committee members with approval of the Institute president. The duties of committees shall be designated by the Institute president.

#### **ARTICLE V. PARLIAMENTARY AUTHORITY**

The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall govern the NENA Institute in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which the NENA Institute board may adopt.

#### **ARTICLE VI. Amendments**

Section 1. NENA Institute Board requirements for amendment.

These bylaws may only be amended if all of the following conditions are met:

- A. Amendments may be proposed by the NENA Institute Board or by the NENA Executive Board
- B. The exact text of the change being proposed must be submitted to the NENA Institute president at least thirty days prior to the Institute Board meeting at which the amendment is considered.
  - 1. The Institute president may modify the language of the proposed amendment so that it conforms to the writing style of these bylaws and otherwise clarifies the original intent.
  - 2. The Institute president shall provide the author a copy of the amendment language that will be proffered to the Institute Board.

3. Participation by the President or Executive Director in these matters shall not be construed to imply their support of the measures considered therein.
- C. Within fifteen days of receipt of the proposed amendment, the NENA Institute president shall convene a special meeting or establish an agenda item for a regular Institute Board meeting to consider the amendment in the form of a resolution by the Institute Board.
- D. Amendments to these bylaws require two-thirds aye vote of the NENA Institute Board members.
- E. Approved amendments shall be submitted to the NENA Executive Board by the Institute president within fifteen days of their passage by the Institute Board.

Section 2. NENA Executive Board requirements for amendment of Institute bylaws.

- A. With at least fifteen days written notice or at the next regular meeting, the NENA Executive Board will consider the proposed amendment to the Institute bylaws.
- B. A simple majority of the Executive Board quorum shall ratify and approve the bylaws changes previously approved by the Institute Board.

Section 3. NENA Executive Board right to amend Institute bylaws.

The NENA Executive Board may make amendments to the Institute bylaws not previously approved by the Institute Board as it deems fit and as approved by a two-thirds majority of the Executive Board of officers and directors.

Section 4. Effective date of amendments

Amendments to these bylaws shall be in force and effect upon their approval by the NENA Executive Board unless an exception to this effect is contained in the language of the resolution adopted.

Section 5. Publishing bylaws amendments.

Amendments shall be published on the NENA web page after their approval by the NENA Executive Board.