



## Procedure to Request a WADEM Board of Directors Letter of Support

There may arise an occasion when a WADEM member, Chapter, Special Interest Group (SIG), WADEM Director or Officer, non-government organization (NGO), government organization (GO), or other entity will ask the WADEM Board of Directors (BoD) to support an idea, cause, application for a grant or other project. Since each of these requests will be unique, not only in regard to the purpose but implications, each request will be treated separately using the following guidelines.

- 1.** The initiating person or entity will provide a written request to the BoD that includes the specific history or details of the circumstance, incident or cause, or provide details of the grant or other project and the reason WADEM should consider supporting the request
- 2.** This request will be forwarded to the BoD Chair who will solicit and encourage any additional comments or supporting information to be submitted with the request to the BoD.
- 3.** The BoD Chair will schedule a BoD discussion in a timely manner through the most convenient process which may include but not be limited to a BoD: meeting agenda item; email; dedicated conference call, or videoconference; or other electronic means. The Chair will decide if the initiating person or representative of the NGO, GO or entity will be invited to participate in this discussion.
- 4.** The BoD will review the request, consider potential implications, and may request additional information to aid deliberations and discussions according to a timeline set by the BoD Chair. The BoD will have the option to not recommend support and the BoD Chair will notify the initiating person or entity of the BoD's decision.
- 5.** If the BoD agrees to support the request then the BoD will:
  - Agree on the content and limitations of a formal WADEM Letter of Support (LoS)
  - Will recommendation signature which maybe:
    - o Each BoD Member
    - o The WADEM Board of Directors
    - o The BoD Chair

- o The WADEM President
  - o Or any combination.
- Will determine the most appropriate release that maybe:
  - o Sent directly to one or any relevant party through the mail
  - o Posted on the WADEM Website
  - o Via Social Media
  - o Or any combination or other means

**6.** The BoD Chair or their designee will communicate this draft request response to the submitting person or entity for their understanding of WADEM's position and response to continue the dialogue to achieve a mutually acceptable Letter of Support (LoS).

**7.** Any LoS request will be communicated to the WADEM membership through BoD meeting minutes.