

MISSION

The mission of the Extension Disaster Education Network (EDEN) is to reduce the impact of disasters through research-based education

This mission is carried out through the achievement of our strategic goals:

- Enhance the abilities of individuals, families, organizations, agencies, and businesses to prepare for, prevent, mitigate, and recover from disasters.
- Serve as a national source for research-based disaster education.
- Strengthen Extension's capacity and commitment to address disaster issues.
- Strengthen EDEN's capacity to provide research-based disaster education.

MEMBERSHIP

EDEN is an alliance of land-grant extension services: 1862, 1890, 1994, Hispanic Serving Institutions, and NOAA Sea Grant Programs. A land-grant extension institution or program becomes a member when the director or administrator names a point of contact and submits an EDEN Cooperative Agreement that says the institution or program will share its information and educational resources on disasters with other member institutions and, to the extent possible, support participation of the point of contact and delegates in the EDEN annual meeting.

Institutions, rather than individuals, are EDEN members. Institutional representatives serve as delegates with one representative serving as the point of contact. The Retiree category of membership is independent of institutions and as a result is a non-voting group.

All member institutions within a state should collaborate to enhance communication internally and externally to maximize effectiveness of Extension disaster education programs in the state.

- **Point of Contact** – Points of contact (POCs) are the delegates that serves as primary conduits of information in the network. These individuals are responsible for ensuring that state information on the website is accurate. POCs also are responsible for communicating information and issues of interest to colleagues within their institutions. POCs may appoint and dismiss delegates from their institution. The director or administrator must approve POC changes.
- **Delegates** – Delegates should represent different program areas. Delegates are encouraged to serve as committee members and perform other organizational functions of EDEN. The director, administrator or POC may name delegates. Each member institution, rather than each delegate, gets one vote, cast by the POC or designee, on official EDEN business.
- **Retirees** - A retiree from a member institution may become a retiree delegate with the approval of the EDEN Executive Committee provided they were a delegate prior to retiring.

Retirees are encouraged to serve on committees and participate in organizational functions of EDEN. Retirees may not serve as committee chairs or elected officer of EDEN. Retirees shall not hold voting

rights on official EDEN business.

- **Affiliate** – Affiliate membership is open to any individual, organization, institution or agency that are not from an EDEN institutional member. Organizations, institutions and agency affiliate members shall identify points of contact (POC) and individuals to be affiliate delegate. An individual person may request to be an affiliate delegate without their organization, institution or agency being an affiliate member. As an Affiliate delegates are:
 - a. Encouraged to serve on committees and participate in organizational functions of EDEN,
 - b. Not able to serve as committee chairs, elected officer,
 - c. Not eligible to vote on official EDEN business.

Affiliate membership status may be approved by the Executive Committee at any time throughout the year upon receipt and review of Affiliate Membership Application. To apply for affiliate membership, the individual, organization, institution or agency representative shall submit a written request to the current EDEN chair. This request should include:

- a. A statement on why they are requesting affiliate membership and the benefits that their involvement would bring to EDEN/Disaster Education.
- b. Provide contact information for individuals to be affiliate delegates as well as a brief statement on the credentials or background information related to the individuals work or interest in developing education materials or programs, experiences in preparing for, responding to, or recovery from disaster or background in working with communities.
- c. For organizations, institutions or agencies requesting affiliate membership, a Point of Contact (POC) should be identified and contact information provided.
- d. Acknowledge that they have reviewed and agree to EDEN Operating Guidelines.

Affiliate member status will be reviewed by the Executive Committee on an annual basis at the annual meeting.

- **Administrative Representation** – EDEN's liaison from the Extension Committee on Organization and Policy (ECOP) is appointed by ECOP. The USDA National Institute of Food and Agriculture (NIFA) and NOAA Sea Grant are federal partners for EDEN and each agency appoints a liaison. ECOP, NIFA, NOAA Sea Grant liaisons serve on the EDEN executive committee to provide advice and coordination and to help maintain communications between the parties. They are encouraged to attend the annual meeting.

No delegate, retiree or affiliate may access EDEN resources for commercial purposes.

OFFICERS

- **Chair** – The chair is responsible for providing leadership to EDEN. This person convenes executive committee meetings and the annual meeting. The chair is the primary

communicator with membership and partners. The chair speaks on behalf of EDEN but may delegate that responsibility.

- **Chair-elect** –The chair-elect serves as the executive committee’s liaison to the EDEN committees and as program chair for the annual meeting. The chair-elect succeeds to the chair at the end of the chair’s term. If the chair is unable to fulfill his/her obligations and duties, the chair-elect acts in his/her place.
- **Secretary** – The secretary is responsible for taking and publishing minutes of executive committee meetings and the annual meeting.
- **Past Chair** – The past chair convenes and leads the nominating committee and is available for consultation.

Terms of Office – All officers are elected for a term of two years and take office at the end of the annual meeting for which their term should start.

Election – Officers will be elected through an electronic vote that precedes the annual meeting with one vote per POC or his/her designee. The election takes place in even-numbered years and shall be completed by September 1.

Eligibility – An individual must be a delegate from a member institution to be eligible for elected office. Delegates elected to office must have the support of their director/administrator to participate in meetings and to fulfill other obligations of the office. Elected officers serve as volunteers and are not compensated with EDEN funds for fulfilling officer responsibilities. However, officers may be reimbursed for approved expenses and may be under contract to complete specific EDEN work.

If any officer is unable or failing to fulfill his/her duties, the executive committee may take corrective action.

COMMITTEES

Standing committees and task forces are essential to EDEN’s achieving its mission. Standing committees and task forces are voluntary and open to EDEN delegates, retirees, and affiliates. Each committee elects its chair and vice-chair to serve one-year terms, with the chair limited to three consecutive terms. Elections occur by June 1 of each year; chairs will assume their roles at the close of EDEN Annual Meeting.

Executive Committee – The executive committee is comprised of the chair, chair-elect, secretary, chairs of all standing committees, ECOP, NIFA, and NOAA Sea Grant liaisons, and additional regional representatives if necessary. Others may be asked to take part in executive committee meetings as non-voting participants.

The executive committee will have representation from the following regions and Extension programs: Northeast, South, North Central, West, 1890 Institutions and Sea Grant Extension Programs. If a region or Extension program is not represented by one of the officers or a committee chair, the executive committee will select a representative to serve for a term of one year.

Standing Committees – EDEN standing committees are:

- Agriculture and Natural Resources
- Community and Economic Development
- Exercise
- Family and Consumer Science & 4-H Youth Development
- Marketing
- Professional Development
 - Subcommittee: Annual Meeting
- Nominating (active during even number years)

The committee chair is responsible for helping the committee set its annual goals and organizing its work, which can be done at the annual meeting, by e-mail, over conference calls or through other means. If a committee chair is unable to participate in an executive committee meeting, the committee vice-chair shall be asked to participate.

Nominating – The nominating committee is appointed by the EDEN chair in even-numbered years and is chaired by the immediate past chair. This committee presents candidates for chair-elect and secretary to be voted on per voting requirements.

Task Forces – The chair and executive committee may establish task forces for particular functions and needs. These committees will serve at the pleasure of the executive committee or until their mission is completed.

ANNUAL MEETING

Delegates, retirees, and affiliates meet annually at a location and time determined by the executive committee and host institution. Delegates, retirees, and affiliates will be given adequate notification of the annual meeting.. Anyone interested in disaster education is welcome to attend.

The annual meeting subcommittee will be co-chaired by the EDEN chair-elect and a delegate from the host institution(s). Subcommittee membership will include the EDEN chair-elect, chair of the immediate past annual meeting and is open to all delegates, retirees, and affiliates.

The executive committee will select the annual meeting location three years ahead based on rotation among geographic regions:

Northeast	----	2020	2024
North Central	----	2021	2025
South	2018	2022	2026
West	2019	2023	2027

Institutions from the region that are interested in hosting the annual meeting shall complete the EDEN Annual Meeting Host Nomination Form and return to the EDEN chair-elect.

If no institution from the region apply, applications to host the annual meeting will be open to any

institution regardless of region and selected by the Annual Meeting Committee for approval during the annual meeting

USE OF EDEN NAME AND LOGO

EDEN member institutions may use the EDEN name and logo in a way that reflects membership in the network and in conjunction with their institution or state name. Non-EDEN organizations may use the EDEN name and logo only with the endorsement of the executive committee.

FUNDING

Membership - EDEN membership requires no financial obligation; however, it is strongly recommended that each member institution supports the attendance and participation of the POC and/or designee to the EDEN annual meeting. Directors or administrators are encouraged to invest in the network by allowing POCs and delegates time to work on disaster education.

Obtaining funds on behalf of EDEN:

Member institutions can receive funds on behalf of EDEN only with the approval of the executive committee.

Grant applications or organizations that list EDEN as a partner or as a distribution channel must have executive committee approval. Member institutions may not commit EDEN to financial obligations, distribution of materials or information, or other responsibilities without approval of the executive committee. Letters of support committing EDEN must be written by the chair or chair designee and be requested at least 14 days in advance of submission date.

When an EDEN delegate becomes aware of a funding opportunity that EDEN and/or an EDEN committee/group might wish to pursue, the delegate should advise the EDEN chair. The delegate should provide the EDEN chair with a brief synopsis of the opportunity. The synopsis should include rationale for EDEN's involvement. If EDEN executive committee decides funding should be pursued, the chair shall appoint someone to lead proposal development effort. (For short-turnaround proposals, the chair may make the initial decision to proceed, inform EDEN executive committee and, with the advice of selected EDEN executive committee members, appoint a proposal development team.)

The chair will notify EDEN delegates immediately when it is determined that a proposal will be prepared. The notice will include sufficient detail to allow participation by interested delegates, if appropriate. Through this process, proposal development team members can be identified. Proposal development teams should have three or more members. The proposal development team submits the proposal to EDEN executive committee for approval prior to submission to the funding source.

Proposals must clearly define EDEN's obligations as well as the relationship(s) between EDEN and the funded institution(s) and between EDEN and the individuals to be supported using the funds.

Proposals must be reviewed by the host institution providing core EDEN communications and Internet services to ensure that the level of support required in the proposal does not exceed that available under current contract or to assure that funding for additional support by these institutions has been included. This does not preclude proposing support for communications efforts at other member institutions or for web development work that will be done at other institutions for eventual deployment on EDEN's web site. Reviews by these institutions early in the proposal development process are recommended.

Proposals may be submitted as committee efforts or at the EDEN executive level.

ADMINISTRATIVE INFRASTRUCTURE

The Executive Committee may act on behalf of EDEN on time critical issues. Functions to support EDEN and the Executive Committee are coordinated by a single institution and funded by a competitive grant from NIFA. Individuals funded by the grant are liaisons' to the Executive Committee but have no voting privileges. Executive committee recommends funding strategies to the NIFA liaison at the start of the third year of the funding cycle.

Since 2002, the cooperative agreement, renewed annually during each 4-year funding cycle, has been between NIFA (formerly CSREES) and Purdue University Extension. Purdue University Extension previously subcontracts with Louisiana State University for web development and support.

COMMUNICATION

All delegates, retirees, and affiliates will be included on the EDEN delegate e-mail list to facilitate communication.

CONDUCT OF BUSINESS

Business will be conducted according to Robert's Rules of Order. Official records will be maintained on the EDEN Intranet and are accessible to delegates, POCs and liaisons.

HISTORY OF ACTIONS

Approved May 19, 2005, by executive committee

Ratified at 2006 annual meeting by membership

Revised Feb. 7, 2006, by executive committee

Revised March 12, 2007, by executive committee

Revised Nov. 6, 2008, at EDEN annual meeting

Revised August, 2010, by executive committee

Revised October, 2014, at EDEN Annual Meeting. Approved Retiree membership.

Revised October 8, 2015 at EDEN Annual Meeting. (Changes to member language and Exercise committee made a Standing Committee.)

Revised October 15, 2018 at EDEN Annual Meeting. (Changes to committee structures and affiliate membership.)