



# Michigan Department of State Police Emergency Management and Homeland Security Division

## Professional Emergency Manager Advisory Board Bylaws

Adopted September 22, 1993; effective October 1, 1993  
Revised May 1995, July 2014, April 2018, October 2021

(By authority conferred on the Michigan Department of State Police to promulgate rules and regulations for registration of professional emergency managers, pursuant to Act No. 390 of the Public Acts of 1976, as amended, being the "Emergency Management Act.")

### ***Section 1. Definitions***

As used in these Bylaws:

1. The terms defined in the Act have the same meaning.
2. "Act" means the Emergency Management Act, Act No. 390 of the Public Acts of 1976, as amended.

### ***Section 2. Creation, Composition***

1. There shall be an Advisory Board for Professional Emergency Managers that shall consist of nine (9) members in accordance with administrative rules promulgated under the Act. The membership of the Board shall consist of one (1) representative appointed from each emergency management district of the state and one (1) recognized subject matter expert from the emergency management community. The Michigan Emergency Management Association shall appoint one (1) voting member to the Board to provide opportunities for coordination and collaboration between the Board and the Association.
2. The Board shall advise the Michigan Department of State Police, Emergency Management and Homeland Security Division on matters pertaining to the application and registration of emergency management coordinators, and other emergency management personnel, as Professional Emergency Managers in a manner not inconsistent with the constitution and the laws of this state, which may be reasonably necessary for the proper performance of their duties, including methods of procedure in processing before the Board. The members of this Board will serve voluntarily in a manner prescribed by the Michigan Department of State Police, Emergency Management and Homeland Security Division.
3. The business that the Board may perform shall be conducted at a public meeting of the Board held in compliance with the Open Meetings Act, that being Act No. 267 of the Public Acts of 1976, as amended. Public notice of the date, time, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

### ***Section 3. Appointment***

The nine (9) members of the Advisory Board for Professional Emergency Managers shall be appointed by the Commander of the Michigan Department of State Police, Emergency Management and Homeland Security Division, upon the recommendation of the relevant District Coordinator or Michigan Department of State Police, Emergency Management and Homeland Security Division staff member, as appropriate.

## ***Section 4. Term of Office***

Members of the Advisory Board for Professional Emergency Managers shall hold office by virtue of appointment by the Michigan Department of State Police, Emergency Management and Homeland Security Division and shall serve three-year terms in said office, unless removed by the Michigan Department of State Police, Emergency Management and Homeland Security Division with cause. Notwithstanding the three-year length of term, an annual review of Advisory Board members will be held at the last meeting scheduled for each calendar year to ensure that members are willing and able to serve in the same capacity for the next calendar year.

## ***Section 5. Compensation***

Members of the Advisory Board for Professional Emergency Managers shall receive no compensation.

## ***Section 6. Filling of Vacancies***

Vacancies occurring on the Advisory Board for Professional Emergency Managers, other than through expiration of term, shall be filled for the unexpired term by the Michigan Department of State Police, Emergency Management and Homeland Security Division in the manner described in Section 3.

## ***Section 7. Chairperson, Meetings, Rules, Records***

The Commander of the Michigan Department of State Police, Emergency Management and Homeland Security Division, or his or her designee, shall serve as chairperson of the Advisory Board for Professional Emergency Managers. The chairperson may create and fill such other Board offices as he or she may determine. The Board shall hold quarterly meetings (four meetings) each calendar year. It shall adopt bylaws for transaction of business, and it shall keep a record of its resolutions, transactions, findings, and determinations, which record shall be a public record.

## ***Section 8. Applications for Registration and Reinstatement***

1. An application for registration for Professional Emergency Manager shall be made via the Michigan Department of State Police Learning Management System (LMS), currently known as MI-TRAIN.
2. An applicant shall submit the following information: Name in full; mailing address; business address; legal residence; place and dates of formal education; emergency management and related training; record of professional experience, including titles of positions held and names and titles of immediate supervisors; professional registration or professional organizational workshops, seminars, conferences, and other programs aimed at improving professional and general understanding of emergency management; and any other information that the Board deems necessary.
3. An application form shall be completed online in a manner prescribed by the Michigan Department of State Police, Emergency Management and Homeland Security Division.
4. Professional Emergency Manager designees, whose designations have lapsed, may apply for reinstatement of their designation if they were unable to maintain it due to extreme circumstances. This application should be made via electronic mail to the State Training Officer and shall include information regarding the nature of the special circumstances that did not permit the designee to retain their designation. This information will be presented by the State Training Officer to the Board, who shall, by simple majority, decide on reinstatement of the requestor's designation.

## ***Section 9. Education and Training Credits***

1. Applicants for examination shall have completed an emergency management "professional development" course of study that is approved by the Advisory Board for Professional Emergency Managers and the Michigan Department of State Police, Emergency Management and Homeland Security Division.

2. Education and training credits, submitted as qualification for registration as a Professional Emergency Manager, shall have been received by the applicant from an accepted source and/or program determined by the Board and the Michigan Department of State Police, Emergency Management and Homeland Division.
3. Education and training in a related field, submitted as qualification for registration as a Professional Emergency Manager, shall be reviewed and accepted or rejected at the discretion of the Michigan Department of State Police, Emergency Management and Homeland Security Division in accordance with standards established by the Board, and such education and training shall be fully documented in the application form.

## ***Section 10. Professional Emergency Management***

Applicants for examination shall have experience in emergency management and shall demonstrate and prove such experience through methods prescribed by the Advisory Board for Professional Emergency Managers and the Michigan Department of State Police, Emergency Management and Homeland Security Division.

## ***Section 11. Review of Applications and Applicants***

The Michigan Department of State Police, Emergency Management and Homeland Security Division shall review all applications and applicants, in accordance with guidance set out by the Advisory Board for Professional Emergency Managers, and shall bring to the Board's attention such issues requiring its input and adjudication.

## ***Section 12. Examinations***

1. The applicant for examination shall have experience in the emergency management field, which shall be evaluated in accordance with guidance issued by the Advisory Board for Professional Emergency Managers and the Michigan Department of State Police, Emergency Management and Homeland Security Division.
2. In order for an applicant for registration to receive the Professional Emergency Manager designation, he or she shall take and pass an examination approved by the Board.

## ***Section 13. Conduct of Examinations***

1. Examinations shall be held at least once a year at some convenient place or places. Advance notice of examination shall be given to applicants.
2. The proctored examination will be generated for randomized computer delivery (within topic headings) and automatically graded. Notification of score will take place almost immediately.

## ***Section 14. Scope of Examination***

An examination shall be confined to the knowledge, practical ability, and skill essential to the planning, organizing, directing, and controlling of emergency management programs. It shall include an examination of theoretical knowledge of emergency management, such as principles, standards, techniques, professional practice, and the other areas of knowledge applicable to the subsequent professional practice of emergency management. The examination, as far as possible, shall also require the applicant to demonstrate the ability to apply theoretical knowledge to practical situations. The examination shall consist of many various types of questions. The questions shall cover a wide range of information relevant to the profession and practice of emergency management, including the latest developments in the field. The examination shall also consist of a test of the professional skills of the applicant in many areas of the practice of professional emergency management that the Advisory Board for Professional Emergency Managers deems essential to the proper professional practice of emergency management.

## ***Section 15. Passing Grades and Re-Examinations***

A passing grade shall be at least 75 percent for the examination. A grade of less than 75 percent for the examination constitutes failure of the examination. An applicant who fails to pass the examination is not eligible for re-examination for thirty (30) days.

## ***Section 16. Issuance of Certificates***

- 1 . The Michigan Department of State Police, Emergency Management and Homeland Security Division shall issue a certificate of registration to each applicant who successfully meets the requirements for registration and satisfactorily passes the examination. The certificate shall state that it is issued by the Michigan Department of State Police to notify all concerned that the named applicant is registered as having met the requirements for registration. If a certificate is lost or destroyed, a duplicate certificate may be issued upon satisfactory proof.
- 2 . A person receiving registration may use the title “Professional Emergency Manager.”

## ***Section 17. Grounds for Denial of Registration***

The Advisory Board for Professional Emergency Managers may deny an application for registration as a Professional Emergency Manager for failure of the applicant to meet the qualifications established by the Board, or if the applicant has failed to comply with these Bylaws pertaining to registration.

## ***Section 18. Annual Continuing EM Participation (ACEP)***

1. “Professional Emergency Managers” shall complete a minimum amount of training and emergency management participation, as specified by the Professional Emergency Manager (PEM) Program Manual.
2. An application for meeting the Annual Continuing EM Participation (ACEP) requirements shall be made available by the Advisory Board for Professional Emergency Managers through the Michigan Department of State Police, Emergency Management and Homeland Security Division.
3. A Professional Emergency Manager who does not submit an ACEP application, or otherwise fails to meet the minimum ACEP requirement, shall be deemed “inactive” by the Department and may not use the title “Professional Emergency Manager” until all requirements are met, as determined by the Board.

## ***Section 19. Construction of Bylaws***

The Bylaws found herein shall not be construed to affect or prevent the practice of any other legally recognized profession, or to prohibit any person from engaging in the practice of emergency management, or use titles other than Professional Emergency Manager.