

MISSION

The mission of the Extension Disaster Education Network (EDEN) is to reduce the impact of disasters through the aggregation of research-based resources and coordination to ensure these resources are readily available to the Cooperative Extension System, stakeholders and the communities they serve.

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 including 1862, 1890, and 1994 institutions, Hispanic Serving Institutions, and national programs including the NOAA Sea Grant Program. An institution or national program becomes a member when their director or administrator appoints a point of contact and submits an EDEN Cooperative Agreement (ECA). An ECA states that the institution or program will share its disaster resources with other member institutions and, to the extent possible, support participation of the point of contact and delegates at the EDEN annual conference.

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) serve as primary conduits of information in the network.
 - a. These individuals are responsible for ensuring that state information on the website is accurate.
 - b. POCs also are responsible for communicating information and issues of interest to colleagues within their institutions.
 - c. POCs hold voting power for their institution and may recruit delegates from their institution.
 - d. 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.
 - a. The director, administrator or POC may name delegates. The POC should notify the website administrator to have the delegates added to the website and communication list. In the absence of a POC, the executive committee can make the decision to add a delegate.

- b. 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.
 - a. Retirees are encouraged to serve on committees and participate in organizational functions of EDEN. Retirees may not serve as committee chairs or elected officers 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 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 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. Federal partners and national programs will have a liaison to EDEN appointed by the partner agency. Federal partners and national program include but not limited to:
 - a. The USDA National Institute of Food and Agriculture (NIFA)
 - b. NOAA Sea Grant
 - c. ECOP

Liaisons serve on the EDEN executive committee to provide advice and coordination and to help maintain communications between the parties. If they are not represented on the

executive committee through committee involvement, the executive committee would ask for a representative for the committee. They are also encouraged to attend the annual conference.

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 conference. 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 recording 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 conference for which their term should start.

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

Special Election – If an officer is unable to fulfill their term, the chair-elect will fill the vacancy and serve until the end of the term. If the chair-elect does not wish to assume the new position, then the chair can appoint someone from the executive committee to serve until the next regularly scheduled election.

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, including declaration of a vacancy.

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 POCs, delegates, retirees, and affiliates. Each committee elects its chair and vice-chair to serve one-year terms, with the chair limited to two

consecutive terms. Elections occur by June 1 of each year; chairs will assume their roles at the close of EDEN Annual Conference.

Executive Committee – The executive committee is comprised of the chair, chair-elect, secretary, immediate past chair, chair 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 is responsible for hosting the yearly committee chair introductory meeting to provide job descriptions, expectations, roles, and responsibilities and an overview of the operations guidelines to incoming committee chairs.

The executive committee will have representation from the following regions and Extension programs: Northeast, South, North Central, West, 1890, 1862, and 1994 Institutions and NOAA Sea Grant Extension Programs. A representative from the 1890 Advisory Board and the 1994 Advisory Board will be invited to join the executive committee and attend the meetings, but their attendance will not be required. If a region or Extension program is not represented by one of the officers or a committee chair, the chair will obtain input and recommendations from the active committee and appoint a replacement to serve for a term of one year.

Standing Committees – EDEN standing committees are:

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

The **committee chair** is responsible for helping the committee set its annual goals and organizing itswork, which can be done at the annual meeting, by e-mail, over conference calls or through other means. Chair responsibilities include:

- Plan and conduct regular committee calls
- Send out communications to committee members and delegates as needed
- Represent committee on the EDEN executive committee
 - Attend EDEN executive committee monthly call (third Thursday, 3 pm Est.)
 - Attend EDEN executive committee mid-winter board meeting (February or March in-person)
 - Attend EDEN executive committee meeting at annual conference
- Submit monthly and yearly Reports
- Appoint subcommittees and committee working groups as needed
- Attend the annual conference

- Coordinate other projects as needed
- The chair can serve up to 2 consecutive terms

The **committee vice-chair** If a committee chair is unable to participate in an executive committee meeting, the committee vice-chair shall be asked to participate. Vice-chair responsibilities include:

- The vice-chair shall assume the duties of the chair in the chair's absence
- Send out communications to committee members and delegates as needed
- Coordinate other projects as needed
- Attend the annual conference
- Elected to a one-year term

Committee vice-chairs may be elected as chair-elect if the chair is beginning a third consecutive term or planning to step down at the end of their next term

- If elected as chair-elect, the committee will only hold a vice-chair election in June. The committee chair-elect will automatically assume the chair at the next annual conference.

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. Should the immediate past chair not be able to chair nominating committee, a chair will be appointed by the executive committee.

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 CONFERENCE

Points of contacts, delegates, retirees, and affiliates meet annually at a location and time determined by the executive committee and host institution prior to April 1st. Delegates, retirees, and affiliates will be given adequate notification of the annual conference. Anyone interested in disaster education is welcome to attend.

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

Institutions that are interested in hosting the annual conference shall complete the EDEN Annual Conference Host Application Form and return to the EDEN chair elect. Lead institutions are encouraged to work with other institutions in the region including smaller institutions, Sea Grant, 1890, and 1994 in that region and indicate their intent to collaborate in the application form. The application form is available on the website at extensiondisaster.net.

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 with a letter of support or a formal request through the website at extensiondisaster.net. If approved, letter of approval will specify the duration of use and scope of EDEN name and logo. The executive committee reserves the right to withdraw approval.

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 must be formally requested at least 14 days in advance of the application deadline through a form on the EDEN website at extensiondisaster.net. The form will go to the chair, secretary, and host institution program/project lead. The form will ask to specify the funder, the funding stream, and the date of submission. EDEN officers will present to executive committee for approval. If approved, EDEN chair or chair designee will write letter. The EDEN secretary will place on EDEN letterhead and send to requestor.

When an EDEN POC and/or delegate becomes aware of a funding opportunity that EDEN and/or an EDEN committee/group might wish to pursue, the POC and/or delegate should advise the EDEN chair. The POC and/or 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 POCs and 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 on-line collaborative services to ensure that the level of support required in the proposal does not duplicate or 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 (host institution) and funded by a competitive grant from USDA National Institute of Food and Agriculture (NIFA) called the Food and Agriculture Defense Initiative Extension Disaster Education Network (FADI-EDEN) program. 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.

Host Institution Funding - Upon USDA NIFA award to host institution, the approved final budget will be provided to EDEN officers.

- Annual EDEN operating budgets are to be developed by host institution with EDEN officers and executive committee and will come from discussions, proposals, and requests from the officers and directors for programming and administrative support during the upcoming annual operating period.
- By May 31, the executive committee would like to courtesy review the documents to be submitted to NIFA for the upcoming fiscal year.
- If additional and supplemental funding from USDA is made available to EDEN for programming, the executive committee requests a courtesy review before submission.
- Host institution develops guiding procedures for reimbursement that is reviewed yearly by executive committee
- Reports required by USDA NIFA from the host institution are made available to the officers and executive committee for a courtesy review and for feedback.

Additional Funding Opportunities - If circumstances require that EDEN becomes eligible to pursue or receive financial resources from a local, state, federal, non-governmental agency, or individual gift, then the officers and executive committee could pursue establishment of a governmental agency/center/or program or a federally recognized IRS Code Section 501 © tax-exempt association/foundation/or educational institution. Operating guidelines would then be changed accordingly to allow the new

structure to work collaboratively with a host institution if necessary for USDA NIFA funding as well as oversee the fiduciary responsibilities of the new IRS Code Section 501 © tax-exempt association/foundation/educational institution.

The Mid-Winter Meeting - will be attended by EDEN Officers, executive committee members, national program coordinator, with invitations to representatives of the host institution, NIFA liaison, and representatives of any other identified or in-place EDEN funding organizations, programs, and partners. The annual mid-winter meeting will be conducted prior to November 1st each year.

Regional Educational Professional Development and Trainings – Educational opportunities including professional development and trainings provided by EDEN POCs, delegates and/or EDEN partners and liaisons that are utilizing EDEN resources and branding, will be made available to each of the regions. If a region is not included, the executive committee will meet to determine how to make the opportunity accessible and available to all EDEN POCs and delegates.

EDEN Personnel - decisions are singularly that of the host institution.

1. EDEN officers can provide annual input to the project director by December 31st as to job performance and evaluation standards of program coordinator and other employees directly involved with EDEN.
2. EDEN executive committee can provide input in the development of job description and responsibilities for EDEN personnel.

COMMUNICATION

All POCs, 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 The Standard Code of Parliamentary Procedure, Fourth Edition, by Alice Sturgis and will be held electronic with identification or in person. 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.)

Revisions approved by EDEN Executive Committee by a vote of on August 19, 2021

Revised and approved on September 22, 2021 at EDEN annual conference in Raleigh, NC

Revised March 30, 2022 at EDEN Executive Committee meeting in Tucson, AZ

Revised March 1, 2024 at EDEN Executive Committee meeting in Galveston, TX

Approved October 24, 2024 at EDEN Annual Conference in Salt Lake City, UT

