

**CHARTER
for the
CERTIFIED FLOODPLAIN MANAGER PROGRAM
(CFM® Program)**

**Administered by the
ASSOCIATION OF STATE FLOODPLAIN MANAGERS, Inc.**

ARTICLE ONE: GENERAL

1.01 Preamble

The Association of State Floodplain Managers (ASFPM) hereby establishes a national program for certifying floodplain managers. This program recognizes continuing education and professional development that enhances the knowledge and performance of local, state, federal, and private-sector floodplain management professionals.

The role of the nation's floodplain managers is expanding due to increases in disaster losses, the emphasis on mitigation to alleviate the cycle of damage-rebuild-damage, and a recognized need for professionals to adequately address these issues. This certification program will lay the foundation for ensuring that highly qualified individuals are available to meet the challenge of breaking the damage cycle and stopping its negative drain on the nation's human, financial, and natural resources.

CFM® is a registered trademark and available only to individuals certified and in good standing under the ASFPM Certified Floodplain Manager Program.

The purpose of the CFM® program is to:

- Formalize a procedure to recognize and provide an incentive for individuals to improve their knowledge of floodplain management, new concepts, and practices;
- Enhance individual professional development goals;
- Promote an understanding of relevant subject matter that is consistent nationwide;
- Build partnerships between organizations and agencies that share the goal of advancing sound floodplain management; and
- Assessment and measurement of knowledge by and through formal examination.

1.02 Name. The name of this program shall be Certified Floodplain Manager Program ("CFM® Program").

1.03 Authority. The ASFPM Board will have responsibility for oversight of the ASFPM CFM Program including establishing and/or approving policies and budgets. The ASFPM Board of Directors grants authority for program implementation and all essential certification activities to the Certification Board of Regents (CBOR).

ARTICLE TWO: CERTIFICATION BOARD OF REGENTS (CBOR)

2.01 Participants. The Certification Board of Regents shall be comprised of ASFPM members in good standing with a CFM® certification (Regents) and Liaisons from federal partners.

2.02 Attendance. It shall be the duty of the Regents to attend meetings so as to take part in its deliberations. Attendance may include phone or video conference attendance.

2.03 Establishing Quorum. A quorum shall exist if fifty-one (51%) percent of the Regents are present.

2.04 Composition. CBOR shall oversee the business and affairs of the CFM® Program. Regents shall be nominated by the ASFPM Chair and approved by the ASFPM Board of Directors. Regents shall serve one-year renewal terms with no term limits, consistent with 6.04, and must be reapproved annually by the Chair. All Regents shall sign, as a condition of their appointment, a Confidentiality Agreement, Assignment of Copyright Agreement, or

any other such documents for the protection and security of the CFM® Program. CBOR shall be composed of:

CBOR representing:	Approved by:	Voting/ Non-voting
1. ASFPM chapter	ASFPM Board	Voting
2. Local government	ASFPM Board	Voting
3. State government	ASFPM Board	Voting
4. Private sector	ASFPM Board	Voting
5. Academia	ASFPM Board	Voting
6. ASFPM Professional Development Committee	ASFPM Board	Voting
7. Executive Director of the ASFPM or designee	Ex-officio position	Voting
8. At-large ASFPM member	ASFPM Board	Voting
9. At-large ASFPM member	ASFPM Board	Voting
10. At-large ASFPM Member	ASFPM Board	Voting

Liaisons:	Designated by:	Voting/ Non-voting
1. Federal Emergency Management Agency's Federal Insurance and Mitigation Administration	FEMA	Non-Voting
2. FEMA's Emergency Management Institute (EMI)	FEMA/EMI	Non-Voting
3. At-large Federal Agency position	Federal Agency	Non-Voting

2.05 Removal from the Board. The CBOR President or Vice-President have authority to recommend removal of a Regent to the ASFPM Board Chair, for cause. The ASFPM Board Chair can recommend removal of the CBOR Chair. All removals shall be effectuated by the ASFPM Board of Directors.

2.06 Meetings. Meetings of CBOR shall be held three times per year in-person, with up to five conference/video meetings throughout the year. The meetings shall be held at the locations determined by the Regents.

2.07 Compensation. CBOR shall not be compensated for their duties as Regents, except for reimbursement for their reasonable and substantiated expenses.

ARTICLE THREE: OFFICERS

3.01 CBOR President: The President shall perform the customary duties of a president. The President shall establish committees as needed. The President shall be appointed by the ASFPM Board Chair, from amongst the Regents.

3.02 CBOR Vice-President. CBOR shall elect, from among its Regents, a Vice-President who shall serve as a participant of all committees established by the President.

3.03 CBOR Secretary. CBOR shall elect, from among its Regents, a Secretary who shall be responsible to ensure safekeeping of the CBOR's permanent historical records and property. The CBOR Secretary shall be responsible for recording minutes of all meetings. Minutes shall be forwarded to all Regents and liaisons prior to the next meeting.

ARTICLE FOUR: DUTIES OF ASFPM BOARD, CBOR AND CBOR COMMITTEES

4.01 ASFPM Board of Directors. The ASFPM Board of Directors shall have oversight responsibility to approve any changes to this Charter and policies, and assure that CBOR is fulfilling its role. The ASFPM Board of Directors shall appoint Regents as per 2.04. The ASFPM Chair shall appoint a CBOR President from amongst the Regents. The ASFPM Board of Directors shall also assure that adequate financial resources to manage the CFM® Program are allocated annually within the annual budget cycle, and that CBOR priorities are considered within the annual Goals & Objectives and overall Strategic Planning.

4.02 CBOR. CBOR shall develop and recommend all key certification policies and procedures of the CFM® Program, which shall include establishing eligibility standards and all aspects of exams, including developing, administering, scoring, and overseeing the program's operation.

4.03 Duties of CBOR Committees. Unless otherwise determined by the CBOR President, each standing committee shall consist of not less than 3 or more than 10 members. The CBOR President shall from time to time appoint members to such a standing committee as he/she may deem necessary or advisable to fulfill the duties and responsibilities of CBOR. Appointments to a standing committee need not be current Regents, however, as a condition of their appointment, a member must be a member in good standing with ASFPM, and be willing to sign a Confidentiality Agreement, Assignment of Copyright Agreement, or any other such documents necessary for the protection and security of the CFM® Program.

4.04 CBOR Exam Workgroup. There shall be an Exam Workgroup that is responsible for establishing an exam that is reliable and valid, which shall be in compliance with Attachment A, titled ASFPM CFM® Exam Review Work Group Plan, Procedures and Protocol, as approved by the CBOR Regents.

ARTICLE FIVE: INDEMNIFICATION

ASFPM shall hold the Regents and Liaisons harmless from and against any and all claims, demands, suits, liabilities, causes of action, and judgments arising directly out of the negligent acts or omissions of the Regents acting collectively or individually within the scope of their actual or delegated authority.

ARTICLE SIX: MISCELLANEOUS

6.01 Conformity with ASFPM Articles of Incorporation and Bylaws. This Charter is intended to supplement the Articles of Incorporation and Bylaws of ASFPM. If any provision in this Charter conflicts with the Constitution, Bylaws, or policies of ASFPM, as amended, then the terms of the Constitution, Bylaws, or Policies of ASFPM shall prevail *unless* a different result is required by Wisconsin or federal law, in which case the provision required by law shall prevail.

6.02 The Charter Supersedes Previous Legislation. The Charter approved by the ASFPM Board of Directors on October 1, 2009, is hereby superseded by the signature date of this document, and therefore, replace any and all legislation previously enacted by the Regents.

6.03 Roberts' Rules of Order. The edition of *Robert's Rules of Order, Newly Revised* that is then currently sanctioned by the Roberts' Rules Association governs this organization in all parliamentary situations that are not provided for in the law, this Charter, or adopted rules.

6.04 Fiscal Year. The fiscal year shall be from July 1 through June 30.

6.05 Principal Office. The principal office shall be the business office address of the ASFPM.

ARTICLE SEVEN: AMENDMENTS

7.01 Amendment Process. The CBOR President or a majority of the Regents may propose amendments to this Charter. This Charter may be amended by the ASFPM Board of Directors in consultation with CBOR.

7.02 Effective Date. Amendments to the Charter shall become effective immediately or on a date so specified in the adoption, but in no case, later than July 1 following the Meeting at which they were adopted, unless otherwise specifically stated in such amendment.

ARTICLE EIGHT: DISSOLUTION

8.01 Dissolution. CBOR shall immediately and automatically cease operations and begin dissolution proceedings upon directive of the Board of Directors of ASFPM. The ASFPM Chair shall provide CBOR with notice of a decision to dissolve and shall provide a final report upon the completion of the dissolution process to the General Membership.

A motion to approve the amended Charter for the Certified Floodplain Management Program, made this 1st day of June, 2014.

Motion made by Terri Turner, seconded by Brian Varella, called by Shawn Putnam. Motion carried.

Joy Duperault

Date: June 1, 2014

Joy Duperault
Secretary of the ASFPM Board of Directors



Attachment A:

ASFPM CFM® Exam Review Work Group Plan, Procedures and Protocol

CBOR approved, 2013

ASFPM Board approved as attachment to the revised Charter, June 1, 2014

CBOR amended and approved, March 15, 2017

Purpose:

There shall be a CFM Exam Work Group (Exam Workgroup) that is responsible for establishing and maintaining an exam that is reliable and valid as authorized by Section 4.04 of the Charter for the Certified Floodplain Manager Program.

Exam Workgroup Composition:

- A. The CBOR President shall appoint the Exam Workgroup Chair and members of the CFM Exam Workgroup for a minimum of a 2-year initial commitment. Prior to the appointment of any member of the Exam Workgroup, the CBOR President shall submit to the Executive Director of ASFPM, potential members of the Exam Workgroup for vetting for potential conflicts of interest. Members and SMEs do not need to be Regents but are required to be CFM in good standing and sign a confidentiality agreement prior to working on the exam.
- B. Composition of the workgroup shall consist of a minimum of 3-4 workgroup core members;
 - a. The Exam Workgroup Chair;
 - b. The vice-president of CBOR serves as ex-officio member of the Exam Workgroup and liaison between the workgroup and CBOR;
 - c. A minimum of 1 additional Regent, or others as needed;
 - d. Subject Matter Experts (SMEs) as needed;
 - e. ASFPM Chapter & Training Coordinator, or designee, as needed;
 - f. FEMA¹ liaison.
- C. Subject Matter Expert(s):
 - a. The Exam Workgroup Chair may convene or appoint SME(s) to work on exam questions about a specific exam topic in which the SME(s) are knowledgeable. The Exam Workgroup Chair will communicate the areas of need to the ASFPM Executive Office and recommendations, and ASFPM will contact appropriate SMEs to address those needs.
 - b. SMEs will not be required to serve a full 2-year term.
 - c. Tasks may be assigned to the SMEs to develop new CFM Exam pool questions in categories where few questions exist, or to reflect specific changes in legislation, regulation, or current practice.
 - d. Question products will be shared with the workgroup and EO via web meetings or surface mail. For security purposes, ASFPM CFM Exam questions cannot be transmitted via electronic mail.
- D. The Chair of the Exam Workgroup will be responsible for:
 - a. Conducting annual CFM Exam reviews and updates;
 - b. Coordinating the efforts of the Exam Workgroup and SMEs to grow and maintain the CFM Exam Question Pool;

¹ FEMA may provide SMEs, or a liaison, who are not CFMs, however, that non-CFM will be restricted from sitting for an exam for 5-years from their last participation date.

- c. Analyzing and reporting to the EO financial implications, resource needs, notification requirements and estimated timelines for exam changes or new exams;
- d. Responding, in a timely manner, to appeals, protests and specific inquiries from exam takers;
- e. Maintaining communication with the EO directly;
- f. Submitting the CFM Exam Review Annual Report to CBOR and to the EO in a timely manner.

Exam Workgroup Meetings:

A. Annual Exam Workgroup Meeting:

- a. The Exam Workgroup will meet annually to review any needed exam changes, updates, edits, and to develop exam pool questions.
- b. Annual Exam Workgroup meetings will be limited to a maximum of 12 participants including workgroup members and relevant SME(s). The EO will handle travel arrangements.
- c. Each annual Exam Workgroup meeting will begin with training on question writing using the CFM Exam Guidance and Training Manual which outlines standards and requirements for CFM Exam questions and Exam construction.
- d. The Exam Workgroup Chair will identify a note-taker to document the summary of changes to the exam pool during the meeting. The minutes are to be distributed to the EO for distribution to participants and the EO within 14 days.

B. Web Meetings:

- a. The Exam Workgroup may hold secure web meetings if needed.
 - i. Web meetings will be scheduled and hosted through the EO and will require secure access to the meeting so discussions remain confidential.
 - ii. Prior to selecting a meeting date/time, the Workgroup Chair will check with the EO on staff and resource availability before scheduling the meeting.
 - iii. Materials displayed during a web meeting must be received in the EO, by mail, a minimum of two days prior to meeting.
 - iv. The exam workgroup chair will identify a note-taker to document the additions and revisions to the exam pool during the meeting. The summary of changes shall be distributed to participants and the EO within 14 days.

CFM Exam Workgroup Coordination Protocol with Executive Office:

- A.** The Exam Workgroup Chair shall compile, and submit the CFM Exam Review Annual Report to CBOR and the ASFPM-EO.
 - a.** CBOR shall use the information presented in the report to:
 - i.** Develop action plans for communicating Exam changes or addressing needs;
 - ii.** Deliberate on future needs for the Exam Workgroup based on overall ASFPM Goals & Objectives, budget or new/amended CBOR policies;
 - iii.** Incorporate this report into the CBOR President's Annual Report to ASFPM Board of Directors.
 - b.** ASFPM-EO shall use the information presented in the report for:
 - i.** Executing the recommendations in the report;

- ii. Preparing any staff reports or other items for presentation to the Board of Directors, or for the policy committees;
 - iii. Communicating with accredited chapters and EMI;
 - iv. Announcing or notifying members and CFMs of changes.
 - v. Identify potential SMEs to address areas where SME support may be needed.
- B. When there are changes, the exam workgroup shall be prepared to address, at a minimum, the following items:
 - a. All new questions should be vetted according to the protocols in the CFM Exam Workgroup Guidance and Training Manual.
 - b. The members of the Exam Workgroup should inspect the final exam (all versions) in their entirety before recommending implementation of the new exam.
 - c. Notify the EO of potential legal needs, review or implications;
 - d. Notify the EO of any potential financial planning implications or resource allocation issues, such as:
 - i. Database and programming;
 - ii. Tracking;
 - iii. Ordering of new materials, including distribution of such materials;
 - iv. Resource needs/staffing needs;
 - e. Notify the EO of potential impacts to the accredited chapters;
 - f. A notification summary, which addresses who needs to be notified of these changes and timeline for notification. This list may include current CFMs, potential CFMs, accredited chapters, the Board of Directors and overall leadership;
 - g. Timetable for scheduling purposes. These should include not only the expected date of exam release, but the timeline of all these other items, as well.

Documents referenced in this document:

CFM Exam Workgroup Guidance and Training Manual – manual used to review and analyze exam
CFM Exam Review Annual Report – annual report provided to the EO and CBOR