

**STANDING RULES
FOR THE
COMMUNITY ENGAGEMENT & OUTREACH COMMITTEE
OF THE
CALIFORNIA WATER ENVIRONMENT ASSOCIATION**

1.0 MISSION STATEMENT

1.1 The Community Engagement and Outreach Committee is a Standing Committee of the California Water Environment Association, hereinafter referred to as the Association, with oversight by the CWEA Board of Directors, hereinafter referred to as the Board.

The Committee will support CWEA members in their endeavors to:

- engage their communities in behaviors and actions that promote sound water quality and wastewater management practices;
- stimulate public awareness of the importance of wastewater treatment to public health and the water environment;
- uphold the importance of clean water as an integral component of public health and quality of life; and/or
- enhance the reputation of the clean water profession.

This community engagement and outreach is inclusive of all types of audiences our members interact with including the general public, the media, co-workers and employees, volunteers, board members, policy makers, and more. Our support will include serving as a resource for learning, a repository and resource for materials and ideas, and a forum for professional growth in the areas of outreach, public relations, and communications.

2.0 OBJECTIVES

2.1 Coordinate Community Engagement and Outreach programs and/or sessions with the program committees of the annual and regional conferences.

2.2 Plan and organize other seminars, meetings, and informational resources to promote the mission of the committee.

2.3 Promote and review local section Community Engagement and Outreach person of the year award nominations and select the statewide award recipient.

2.4 Promote and review local section Community Engagement and Outreach award submittals and select the statewide award recipient(s).

Approved by MER: 05/29/13. Name change approved by Board: 09/09/14

Standing Rules approved by Board: 01/31/15.

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- 2.5 Promote and review film festival award submittals and select the statewide award recipient(s).
- 2.6 Promote and review large and small budget Community Engagement and Outreach program of the year award submittals and select the statewide award recipient(s).

3.0 MEMBERSHIP

- 3.1 Executive Committee membership shall be comprised of a Chair, Vice Chair, Secretary, and Past Chair who are members of the Association.
- 3.2 General Committee membership shall be comprised of those who are members of the Association, who express interest at a committee meeting or otherwise communicate in writing to the Committee Chair their desire to be members of the committee.
- 3.2 The Association President shall appoint the Chair and Vice Chair of the committee to a one-year term within thirty (30) days after the annual business meeting. The Association President may appoint a replacement to the Committee Chair or Vice Chair in case when they cannot fulfill his/her full term. The committee shall submit to the Association President-Elect by the first of March the name of a nominee to serve as chair of the Community Engagement & Outreach Committee. In order to promote continuity and stability of the Committee, succession of administrative responsibilities will occur. The Chair, Vice Chair, Secretary, and Past Chair will serve one-year terms. The Chair will succeed the Past Chair, the Vice Chair will succeed the Chair, and the Secretary will succeed the Vice Chair.
- 3.3 No Chair shall serve more than five (5) consecutive years.
- 3.4 The Chair shall have the right to attend meetings of the Board with full privilege of discussion on matters involving the work of their committee.

4.0 DUTIES AND FUNCTIONS

- 4.1 Chair
 - 4.11 General supervision of affairs and direction of the committee.
 - 4.12 Facilitate committee meetings.
 - 4.13 Appoint subcommittees as required.
 - 4.14 Submit a quarterly report to the Executive Director for presentation to the Board. The Committee report shall contain activities, recommendations or other information of importance relating to the activities of the Committee or Association.
- 4.2 Vice Chair

- 4.21 Serve as Acting Chair at committee meetings and Association meetings when the Chair is unable to attend.
- 4.22 Attend subcommittee meetings as necessary.
- 4.3 Secretary
 - 4.31 Attend meetings and generate minutes prior to next scheduled meeting.
 - 4.3.2 Maintain historical and current records of the committee.
 - 4.3.3. Ensure committee budget is submitted by date requested by the Association.
- 4.4 Past Chair
 - 4.21 Attend meetings and serve on Awards Subcommittee.
 - 4.22 Provide advice and assistance to other officers as necessary.

5.0 OPERATING PROCEDURES

- 5.1 The committee shall comply with all procedural requirements established from time to time by the Board.
- 5.2 The committee shall hold such meetings as it deems necessary to carry out its function. When possible, the Executive Committee, members of the Committee Yahoo Group, the Association Executive Director, and the Board Liaison shall be notified in writing of the time, place, and agenda items, two weeks prior to a committee meeting.
- 5.3 Neither the committee nor its members shall represent or purport to represent any official position of policy statement of the Association without prior approval of the Board.
- 5.4 All matters of decision by the committee shall be decided by majority vote of members present.
- 5.5 The committee shall interface with the Association Treasurer and submit a committee budget following the policies and procedures of the Association. All financial transactions will be conducted through the Association Treasury with authorization by the Association Executive Director. The committee may not retain an independent bank account unless authorized by the Board.
- 5.6 The committee shall pursue avenues such as meetings, seminars, conferences, publications, and newsletters to promote activities and learning related to the committee mission.

5.7 The committee shall coordinate with the Annual, Northern, and Southern Regional Conference program committees to facilitate learning programs for personnel in the water environment field.

6.0 BOARD LIAISON

6.1 The Association President shall appoint a Board Liaison(s) to the committee within thirty (30) days following the annual business meeting.

6.2 The Board Liaison shall attend when possible all committee meetings and serve as a representative of the Board.

7.0 AMENDMENTS

7.1 Amendments to these Standing Rules may be proposed by a majority of the committee. All proposed amendments shall be referred to the Association Membership and External Relations Committee for certification as to being in harmony with the Constitution and Bylaws of the Association. Amendments to the Standing Rules shall be considered adopted with the approval of the Board.

ACCEPTANCE BY COMMITTEE: _____ DATE: _____
CHAIR

APPROVED BY CWEA: _____ DATE: _____
PRESIDENT

ATTESTED: _____ DATE: _____
EXECUTIVE DIRECTOR