

**STANDING RULES
FOR LEADERSHIP DEVELOPMENT COMMITTEE OF THE
CALIFORNIA WATER ENVIRONMENT ASSOCIATION**

**Leadership Development Committee of the
California Water Environment Association (CWEA)**

STANDING RULES

1.0 MISSION STATEMENT

The Leadership Development Committee is a Standing Committee of the California Water Environment Association, hereinafter referred to as the Association, Board of Directors, hereinafter referred to as the Board. The Committee will support CWEA members in their endeavors to:

- become effective leaders in their respective fields and support their pursuit of leadership roles
- develop and expand supervisory and management skills
- acquire skills for embracing and managing change
- develop strong communications and interpersonal skills
- develop leadership skills that will translate into improved agency organization/performance

2.0 OBJECTIVES

- 2.1 The Committee is responsible to coordinate Leadership Development related programs with the Program Committees of the Annual and Specialty conferences.
- 2.2 Plan and organize other such seminars or meetings to promote the mission of the Committee.
- 2.3 Promote and review local section Plant of the Year award nominations, conduct plant site inspections, and select the State award recipients.
- 2.4 Promote and review local section Supervisor of the Year award nominations and select the State award recipient.

3.0 MEMBERSHIP

- 3.1 The membership of the Committee shall be a Chair, Vice-Chair, Secretary and other members the Chair so decides. Membership on the Committee should comprise of but not be limited to individuals who are interested in developing their skills as a

leader, including supervisors, superintendents, and managers, and others and who are members of the Association.

- 3.2 The Association President shall appoint the Chair and Vice-Chair (if required) of the Committee to a two-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 Committee.
- 3.3 No Chair shall serve more than four (4) 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, and the Chair, Vice Chair, and Secretary are requested to attend their respective Southern Regional Committee (SRC) and/or northern Regional Committee (NRC) meetings to update those Committees on activities.

4.0 DUTIES AND FUNCTIONS

- 4.1 Chair
 - 4.11 General supervision of the affairs of the Committee.
 - 4.12 Preside over Committee meetings.
 - 4.13 Appoint sub-Committees as required.
 - 4.14 Submit a quarterly report to the Executive Director for presentation to the Board. The Committee report will 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 sub-Committee meetings as directed.
- 4.3 Secretary
 - 4.31 Prepare and distribute the minutes of all meetings in a timely manner.
 - 4.32 Keep historical and current records of Committee.

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. All interested parties, the Executive Director, Board Liaison and active Committee members shall be notified in writing of the time, place and agenda at least two weeks prior to a Committee meeting.
- 5.3 Neither the Committee nor its members shall represent or purport to represent any official position or 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 Executive Director. The Committee may not retain an independent bank account.
- 5.66 All revenue and expenses of the Committee shall be in a manner that is consistent with the Mission Statement and Objectives of the Association's Constitution and Bylaws.
- 5.7 The Committee shall pursue activities such as meetings, seminars, conferences, publications and newsletters that would promote activities and training related to the mission of the Committee.
- 5.8 The Committee shall coordinate with the Annual Specialty and Regional Conference program Committees to facilitate training programs as related to the Committee's Mission.
- 5.9 The Committee shall pursue avenues such as meetings, seminars, conferences, CWEA publications, and Section newsletters to promote activities and learning related to the Committee's mission.

6.0 BOARD LIAISON

- 6.1 The Association President shall appoint a Board Liaison 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 Member & External Relations Committee for certification as to being in conformance 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

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