

**WASTEWATER COLLECTION STANDING COMMITTEE
CALIFORNIA WATER ENVIRONMENT ASSOCIATION (CWEA)
STANDING RULES**

1.0 Mission Statement:

- 1.1 Promote professionalism and protection of the water shed through disseminating information on technology, training, and regulations in the area of wastewater collection operation and maintenance.

2.0 Objectives:

- 2.1 Encourage and support wastewater collection system professionals to become better qualified by providing educational programs and training sessions at annual conferences, regional training conferences, safety conferences, and specialty training conferences.
- 2.2 Support the CWEA's Technical Certification Program (TCP).
- 2.3 Enlist collection system experts to develop wastewater collection system examination questions.
- 2.4 Encourage local sections to participate in developing instructional related articles.

3.0 Membership:

- 3.1 All Wastewater Collection System persons and organizations are encouraged to participate in all activities of this Committee. However, to vote or to hold office, one must be a member of the CWEA.

4.0 Organization:

The affairs of the Committee shall be conducted by the officers of the Committee subject to the specific conditions of these Standing Rules and the recommended procedures of the CWEA.

4.1 Committee Officers

The Officers of the Committee will be comprised of the Chairperson, Vice Chairperson, Secretary and Awards Chair. In accordance with the administrative procedures of the CWEA, the Chairperson and Vice Chairperson will be appointed to their positions by the President of the CWEA upon recommendation of the outgoing Chairperson of the Committee. The Chairperson of the Committee will appoint the Secretary. The Awards Chair is the outgoing Chairperson.

4.2 Regional Representation

The Chairperson and Vice Chairperson shall always have opposite North/South Local Section affiliation unless exceptional hardship is encountered. If the desired North/South balance is unobtainable, the outgoing chairperson shall make explicit notice of this to the President of the CWEA when forwarding appointment recommendations. The Secretary may have either North or South affiliation; however, to move to Vice Chair, he/she must not have the same affiliation as the Vice Chair.

4.3 Term of Office

- 4.3.1. Chairperson shall be appointed annually at the annual CWEA Conference and shall be limited to a maximum of two (2) consecutive one-year terms in the position of Chairperson. Assumption of duties shall be concurrent with confirmation by CWEA President;
- 4.3.2. Vice Chairperson shall be appointed annually at the annual CWEA Conference and shall be limited to a maximum of two (2) consecutive one-year terms in the position of Vice Chairperson. Assumption of duties shall be concurrent with confirmation by CWEA President;
- 4.3.3. Secretary shall be appointed by the Chairperson at the annual CWEA Conference and shall be limited to two (2) consecutive one-year terms in the position of Secretary. Assumption of duties shall be concurrent with confirmation by the CWEA President;
- 4.3.4. Awards Chair shall be appointed by the Chairperson at the annual CWEA Conference and shall be limited to two (2) consecutive one-year terms in the position of Awards Chair. Assumption of duties shall be concurrent with confirmation by the CWEA President.

4.4 Meetings

The Committee shall meet not less than two (2) times a year at a time and place announced to all members. One meeting shall be at the Northern Regional Conference, and one meeting at the CWEA Annual Conference. The Association Manager, 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.

5.0 Duties of Officers:

The chairperson shall have general supervision of the affairs of the Committee in accordance with the recommendation of the CWEA. The chairperson shall prepare an agenda and distribute via e-mail to committee members in advance of the upcoming meeting. The chairperson shall also be a member of awards selection committee. They shall preside at all meetings of the Committee and shall appoint sub-committees as required to accomplish the objectives of the Committee. They shall prepare a biannual budget justification and submit budget requests to the CWEA Finance Committee on or before the February deadline.

- 5.1 Vice Chairperson will assist the Chairperson in the performance of their duties, and act in their place when required.
- 5.2 Secretary will prepare and distribute the minutes of all meetings in a timely manner. The Secretary will keep all historical and current records of the Committee.
- 5.3 Officers will prepare an annual report of the Committees activities and finances. This report shall be submitted to the CWEA Board of Directors no later than March 15 of each year. No Officer of the Committee shall incur any liability on behalf of the Committee, except with the expressed approval of the CWEA Board.
- 5.4 Agencies of current officers are not eligible to participate in Collection Systems Awards programs.

6.0 Sub-Committees:

6.1 Purpose

Sub-Committees shall be formed and maintained to achieve specific Committee goals as deemed necessary by the Chairperson.

6.2 Organization

Sub-Committees may be made up of members of the CWEA, subject to the following “*Standing Rules*” for CWEA Wastewater Collection Systems Standing Committee:

- 6.2.1 Selection of sub-committee members shall be based principally on the person’s ability to actively contribute towards the achievement of the sub-committees specified goals;
- 6.2.2 Continuation as a sub-committee member shall be based on the level of the person’s active contributions towards the achievement of the specified goals.

6.2.3 Participation of a member is limited to a single sub-committee.

6.3 Responsibilities – Chair/Vice Chairperson

Each Sub-committee will have one Chairperson. The Chairperson is responsible for providing leadership in each of the following areas:

6.3.1 Develop a set of achievable goals consistent with the purpose of the Sub-Committee;

6.3.2 Devise a reliable work-style for the members of the Sub-committee to achieve its goals, e.g., in-person meetings, telephone conference calls, fax and e-mails;

6.3.3 Maintain productivity on the appointed goal of the Sub-Committee, and report to the Standing Committee in a timely manner.

6.4 Responsibilities – Programs Sub-Committee (Vice Chairperson):

6.4.1 Solicit abstracts for presentation at the CWEA Annual Conference;

6.4.2 Participate in Annual Conference Program Committee development meeting to ensure the integrity of the Collection Systems Committee Agenda in the final program.

6.5 Awards Sub-Committee (Awards Chairperson):

6.5.1 Receive nomination from CWEA for all collections systems annual awards;

6.5.2 Organize the awards committee and schedule site visits;

6.5.3 Notify the CWEA of the award winners;

6.5.4 Procure awards and banners for winners;

6.5.5 Conduct awards nominees presentation meeting;

6.5.6 Confirm the transmittal of Award winner(s) names to Water Environment Federation (WEF) with CWEA staff.

6.6 Liaison – Regional Conference Program:

6.6.1 Participate and develop meetings for the Regional Conference Program.

6.7 Technical Certification & Education:

- 6.7.1 Work closely with the TCP Committee and the CWEA Technical Certification Program Coordinator to support the goals of CWEA;
- 6.7.2 Participate in training sessions to assist members in broadening their knowledge of the field;
- 6.7.3 Assist in developing educational programs and tools that will enhance the efforts of the sub-committee;
- 6.7.4 Assist in developing training materials;
- 6.7.5 Promote attendance of training seminars;
- 6.7.6 Assist Local Section Training Committees.

7.0 Board Liaison:

- 7.1 Association President shall appoint a Board Liaison to the Committee within thirty (30) days following the Annual Business Meeting.
- 7.2 Board Liaison shall attend all Committee meetings and serve as a representative of the Board when possible.

8.0 Amendments:

- 8.1 Amendments to these Standing Rules may be proposed by a majority of the Committee. All proposed amendments shall be referred to the Association Constitution and Bylaws Committee for certification and agreement with the Constitution and Bylaws of the Association. Amendments shall be considered adopted with the approval of the Board.

ACCEPTANCE BY: _____ DATE: _____
Committee Chair

APPROVED BY: _____ DATE: _____
CWEA President

ATTESTED BY: _____ DATE: _____
Association Manager