

**Engineering And Research Committee of the  
California Water Environment Association (CWEA)**

**STANDING RULES**

**1.0 MISSION STATEMENT**

- 1.1. The engineering and Research 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 was created to develop and implement educational and information programs for engineering and research personnel in all aspects of water quality management.

**2.0 OBJECTIVES**

- 2.1. To enhance the knowledge and practice of sanitary engineering in all aspects of water quality management and related activities, by the promotion, exchange and dissemination of information, to all members of the Association.
- 2.2. To sponsor and/or support technical programs, seminars or meetings, and promote the mission of the committee, and act as a focal point for engineering/research related activities.
- 2.3. The development, acquisition, and dissemination/exchange of basic technical and contemporary knowledge related to:
- 2.3.1. The practice of operating, maintaining, and managing of wastewater systems; encompassing all related environmental and technical activities including water reclamation, air management, land management, and;
- 2.3.2. The design, specification, manufacturing, construction, rehabilitation, and improvement of wastewater and related facilities.
- 2.4. To provide leadership and assistance for technical programs at the Association's Annual Conference, Regional Training Conferences and other activities sanctioned by the Association.
- 2.5. To enhance and promote professional services and activities of the Association, and its members involved in wastewater technology of related environmental activities.

### **3.0 MEMBERSHIP**

- 3.1. Any individual, organization or corporation may participate in the activities of this committee. However, to hold office and have voting privileges, one must be a member in good standing of the Association.
- 3.2. The committee Officers will be comprised of a Chair, Vice-Chair North, Vice-Chair South, and Secretary/Treasurer; other committee members shall be comprised of Association members, selected and approved by the Committee Officers.
- 3.3. The Association President will appoint a Chair and the Vice-Chairs, from the Committee membership within thirty (30) days after the annual business meeting. The Secretary/Treasurer shall be appointed by the Chair from the committee members in good standing.
- 3.4. The Association President may appoint a replacement to the Committee Chair or Vice-Chair in the event they cannot fulfill their terms.
- 3.5. The Chair, Vice-Chairs and Secretary shall be the Nomination Committee for the following years officers. The Nomination Committee will submit the names of nominees to the Association President-Elect by the first of March each year.
- 3.6. The Vice-Chairs shall have opposite North/South Local Section affiliations. The Secretary/Treasurer may have either a North or South affiliation.
- 3.7. The Term of Office shall be in accordance with Association Constitution Bylaws, but the Chair shall not serve more than three (3) years.

### **4.0 DUTIES AND FUNCTIONS**

- 4.1. Chair:
  - 4.1.1. Preside over Committee meetings.
  - 4.1.2. Appoint such sub-committees or special committees as required to accomplish the committees' objectives.
  - 4.1.3. The Chair and one other committee officer shall approve all financial transactions of the committee.
  - 4.1.4. Submit a quarterly report to the Association Manager 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.

- 4.1.5. Provide general supervision of the affairs of the Committee.
  - 4.1.6. 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.
  - 4.1.7. Prepare the Committee Report for the Bulletin.
  - 4.1.8. Prepare the Committees' annual budget request.
  - 4.1.9. Attend Regional Committee Meetings for the Northern or Southern Regional Committee, dependent upon whether the chair is from the north or the south.
- 4.2. Vice-Chairs:
- 4.2.1. Two (2) Vice-Chairs shall be appointed; one from the north, and one from the south.
  - 4.2.2. Assist the Chair in the performance of his/her duties, and act in his/her absence or as directed.
  - 4.2.3. Attend Sub-Committee meetings as directed.
  - 4.2.4. The Vice-Chair in the half of the State that the Annual Conference is held in shall coordinate and manage the engineering sessions at the annual Conference.
  - 4.2.5. The Vice-Chair in the half of the State that the Annual Conference is not held in shall coordinate and manage the Friday Afternoon Research Session and any other pre or post conference sessions that are held.
  - 4.2.6. The Vice-Chair in the half of the state that the Annual Conference is not held in shall attend Regional Committee Meetings for the Northern or Southern Regional Committee, whichever is applicable.
- 4.3. Secretary/Treasurer:
- 4.3.1. Prepare and distribute the minutes of all meetings in a timely manner.
  - 4.3.2. Prepare an agenda for each meeting. All interested parties, 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 committee meetings.
  - 4.3.3. Keep historical and current records of the 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 meet a minimum of three (3) times each year at a time announced to all Committee members. Meetings will be held at the Northern Regional Training Conference and the Association Annual Conference. The Chair may at his/her discretion, hold up to three (3) additional meetings each year at the time he/she designates. Meetings may include or be held by teleconferencing or other electronic means.
- 5.3. A quorum shall consist of five (5) committee members in good standing. No vote shall be taken unless a quorum is present.
- 5.4. The Chair shall vote only in cases of a tie vote.
- 5.5. Sub-Committees shall be formed for specific activities.
  - 5.5.1. The subcommittee Chair will be appointed by the Chair. The subcommittee chairs in turn will appoint their own subcommittee members.
  - 5.5.2. Subcommittee Chairs shall be appointed for one (1) full year, and may be reappointed by the incoming Chair. Members may serve more than one year in any committee or committee position, any may serve on more than one (1) subcommittee.
  - 5.5.3. Subcommittee activities will include, but not necessarily be limited to, the following: Procurement of bulletin articles, Development and maintenance of a WEB page, Engineering/Design, Process/Research, Professional Practices/Activities, Regulations/Management, Awards, and Conference Programs.
- 5.6. Neither the Committee nor its members shall represent or purport to represent any official position or make any policy statement of the Association without prior approval by the Board.
- 5.7. All matters of decision by the Committee shall be decided by majority vote of the members present, subject to Sections 3.1 and 5.2, above.
- 5.8. The Committee shall interface with the Association's 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 Manager. The committee may not retain an independent bank account, unless authorized by the Board in writing.

- 5.9. 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.
- 5.10. The Committee shall coordinate with the Annual, Northern and Southern Regional Conference program Committees to facilitate training programs, to be moderators for the engineering sessions and to assist in selecting papers for presentation at these conferences.

**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 any member(s) in good standing and passed by a majority vote of the Committee, subject to Section 3.1, above. All proposed amendments shall be referred to the Association Constitution and Bylaws Committee for certification as 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: \_\_\_\_\_

APPROVED BY CWEA: \_\_\_\_\_ DATE: \_\_\_\_\_

ATTESTED: \_\_\_\_\_ DATE: \_\_\_\_\_