

**CALIFORNIA WATER ENVIRONMENT ASSOCIATION  
NORTHERN REGIONAL COMMITTEE  
STANDING RULES**

1.0    MISSION STATEMENT

1.1    The Northern Regional Committee is a Standing Committee of the California Water Environment Association. The purpose is to provide direction, resources, and communication between the Northern Sections/Committees and the CWEA Board of Directors. The Northern Regional Committee assists and coordinates the Northern Regional Training Conference, the annual Northern Safety Training School, TCP Test Preparation Classes and other training conferences and events when requested.

2.0    OBJECTIVES

2.1    The Committee shall represent all of the Northern Regional Sections and Standing Committees of the CWEA as designated by the CWEA constitution and by-laws.

3.0    MEMBERSHIP

3.1    The membership of the Northern Regional Committee shall be composed of the committee officers, two designated representatives from each of the northern sections and a chairperson from each standing committee. (The TCP Regional Liaison will also be a member of the committee). The section members shall be the current section chairperson and the other selected by the section. The Northern Regional Training Conference and Northern Regional Safety Training School Chairpersons shall also be members.

3.2    The Committee shall submit to the Association President-Elect by the First of March, the name of the nominee to serve as Chair of the Committee.

3.3    The Officers of the Northern Regional Committee will be the Chairperson, Vice-Chairperson, and the Secretary. All officers must be current members of the CWEA and their local section. If an officer of the committee does not actively participate in the committee's functions, the committee has a prerogative to replace that member.

3.4    Each term of office shall be two years. Candidates for Secretary shall be nominated at-large. The incumbent Vice-Chairperson shall be appointed to the Chair. The incumbent Secretary has the option to either accept appointment to the Vice-Chair, continue for another two-year term as Secretary, or withdraw from office and decline advancing through the chairs. Upon vacancy of any office, an election to fill the unexpired term shall be held at the next scheduled committee meeting. The Vice-Chairperson will assume the Chair upon vacancy or absence (without election). The Chair will become Past-Chair.

## 4.0 DUTIES AND FUNCTIONS

### 4.1 Chairperson

- 4.1.1 Preside over the Northern Regional Committee.
- 4.1.2 Appoint sub-committees as required.
- 4.1.3 Serve as the official representative of the Northern Regional Committee and its local sections as a Director on the CWEA Board of Directors
- 4.1.4 Responsible for setting up the Northern Regional meetings.
- 4.1.5 Serve on the CWEA Board, including assigned Board Committees (which will rotate annually) and as a Board Liaison to assigned Local Sections and Standing Committees.
- 4.1.6 Serve on the Scholarship Committee.

### 4.2 Vice-chairperson

- 4.2.1 Serve as acting Chairperson at Northern Regional Committee meetings when the Chairperson is unable to attend.
- 4.2.2 Attend CWEA Board meetings as a nonvoting representative when the Chairperson is unable to attend.
- 4.2.2 Attend sub-committee meetings as directed.
- 4.2.3 Prepare annual budget and expenditure report for CWEA.

### 4.3 Secretary

- 4.3.1 Inform the local sections and committees of scheduled training events to support cross-section attendance.
- 4.3.2 Attend sub-committee meetings as directed.
- 4.3.3 Prepare the minutes of all meetings in a timely manner and forward them to the CWEA office for distribution.
- 4.3.4 In conjunction with the other officers, prepare a meeting notice and agenda for each meeting to be sent out as per section 5.2..
- 4.3.5 Keep historical and current records of the committee.
- 4.3.6 Act as a liaison to committees as assigned.

### 4.4 Past Chair

- 4.4.1 Serve on the CWEA Board of Directors for one year.
- 4.4.2 Serve on the Scholarship Committee for two years.

## 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 Northern Regional Committee shall meet at a minimum of four times per year, at a time and place announced to all members. One meeting shall be at the Northern Regional Training Conference and one at the CWEA Annual Conference. Meetings will normally be scheduled within one month preceding CWEA Board Meetings. Notification of Committee meetings shall

go to Committee members, the Executive Director, and the Board of Directors in writing of time, place and agenda at least two weeks prior to a meeting. At times, other meetings may be called by the Chairperson. Meetings shall be open to all interested persons.

- 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 Designated representatives of at least four sections and at least one Northern Regional Committee Officer shall be required for a quorum. Designated representatives shall be determined by the Chair at roll call. All matters for decision by the Committee shall be decided by majority vote of the 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 unless authorized by the Board. The expenses of the Northern Regional Committee shall be met by the CWEA. Expenditures shall be submitted to the CWEA office within 60 days of the event.

**6.0 AMENDMENTS**

- 6.1 Amendments to these Standing Rules may be proposed by a majority of the Committee. All proposed amendments shall be referred to the Membership and 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:**

\_\_\_\_\_  
Penny Carlo, Chair

**DATE:** \_\_\_\_\_

**APPROVED BY  
CWEA:**

\_\_\_\_\_  
President

**DATE:** \_\_\_\_\_

**ATTESTED:**

\_\_\_\_\_  
Executive Director

**DATE:** \_\_\_\_\_