



WHEREAS, the Ohio Water Environment Association (OWEA) is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, Committees are established to undertake assignments to carry out the work of the OWEA and WEF; and

WHEREAS, Ad Hoc Committees are established to perform specific tasks, as assigned by the Association President and the Executive Committee (EC); and

THEREFORE, OWEA has adopted the following procedure:

PROCEDURE

- I. Ad Hoc Committee Chairs shall be appointed by the President.
- II. Ad Hoc Committees shall prepare an outline of projected activities the committee has planned for presentation to the EC at the first meeting of the year (typically September)
- III. Ad Hoc Committees shall prepare and present for approval a committee budget (if needed) for approval by the EC at the September meeting.
- IV. Ad Hoc Committees are expected to complete goals based on a milestone schedule. Normally, goals shall be completed within one year.
- V. Ad Hoc Committees are not required to report at the Annual Business Meeting unless requested by the President.