



**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**, OWEA relies upon accurate policies and procedures to help govern the organization and maintain consistency in responses to questions, inquires and practices; and

**WHEREAS**, Policies and Procedures (P&P) shall be considered to be living documents subject to evolution based on experience and the changing environment of OWEA and WEF and for which OWEA wishes they be maintained in as accurate and up to date manner as is possible.

**THEREFORE**, OWEA has adopted the following policy;

### **PROCEDURE**

- I. The Governance Committee shall conduct a review of the P&Ps at the beginning of each conference year (conference to conference) to determine the accuracy, current applicability, and relevance of each P&P. This review shall consider applicable standards within the industry as well as the best and current operating practices of the organization.
- II. The Chair of the Governance Committee (the President) shall assign a Task Leader from members of the Governance Committee to oversee this task. The Task Leader shall appoint a subcommittee to assist him/her complete this task.
- III. The Governance Committee shall do a preliminary review of the P&P during the summer months immediately after the beginning of the conference year and prior to the start of the first official EC meeting. The Governance Committee shall bring forth to the board those P&P recommended to be reviewed and updated during the upcoming OWEA year
- IV. Committee Chairs shall become familiar with all P&P impacting committee operations and make recommendations on changes to their assigned Liaison.
- V. The Governance Committee shall determine the need to add, delete, or modify policies and procedures as is necessary to best reflect current operating practices of the organization. This committee shall bring recommendations to the EC for discussion and voting at subsequent EC meetings.
- VI. For P&P determined to be new or in need of significant revision, the Governance Committee shall conduct research on the subject by consulting Committee Chairs, EC members, other MAs or WEF to provide primary research in order to create as complete and effective P&P as is possible.
- VII. OWEA shall adhere to the current practice of keeping P&P to one or, at most, two pages, unless special conditions merit. For less complicated subjects, combined policies and procedures are preferred over separate policy and procedure documents.