



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, the OWEA relies on E-Blasts to communicate important and time sensitive material to our membership and others on workshops, conferences, and other information of interest pertaining to the mission of our organization; and

WHEREAS, E-Blast is a form of communication that must be properly monitored and controlled for the good of the organization and our industry.

THEREFORE, OWEA adopts the following procedure:

PROCEDURE

Requests Received from Standing Committees

- Draft E-Blasts from Standing Committees shall be forwarded to the Liaison for consideration.
- Upon favorable review, the Liaison shall forward the Draft E-Blast to the OWEA President for review. If the President is not available, the Draft E-Blast shall be sent to the President Elect, or the Vice President.
- The President and his/her representative shall approve, modify, or disapprove of the Draft E-Blast.
- If approved, the President and his/her representative shall edit the Draft E-Blast and forward to the OWEA Executive Administrator for mailing.

Requests Received from Board Members

- A Draft E-Blast from any Board Members shall be forwarded to the OWEA President for review. If the President is not available, the Draft E-Blast shall be sent to the President Elect, or the Vice President.
- The President and his/her representative shall approve, modify, or disapprove of the Draft E-Blast.
- If approved, the President and his/her representative shall edit the Draft E-Blast and forward to the OWEA Executive Administrator for mailing.

Requests Received from Other Groups

- A Draft E-Blast from any outside group shall be forwarded to the OWEA President for review. If the President is not available, the Draft E-Blast shall be sent to the President Elect, or the Vice President.
- The President and his/her representative shall approve, modify, or disapprove of the Draft E-Blast.
- If approved, the President and his/her representative shall edit the Draft E-Blast and forward to the OWEA Executive Administrator for mailing.

Notifications from OWEA

- The OWEA may resort to E-Blasts to notify members of workshops and conferences for the purpose or reminding registrants of the event, last minute changes, or to remind OWEA membership that training is being held and that there is still time to register.
- In the event of this, the OWEA Executive Administrator may be permitted to issue the E-Blast without prior notification from the President or others on the Board.