



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

**WHEREAS**, the NWOWEA shall not rely on email votes as a primary source of communications on action items amongst the members of the Executive Committee (EC); and

**WHEREAS**, an e-mail vote shall be used only as necessary to secure direction in the event the topic cannot wait until the next EC Meeting.

**THEREFORE**, NWOWEA adopts the following policy and procedure:

**POLICY AND PROCEDURE**

Votes of the EC occurring through the use of email shall adhere to the following steps:

- I. Request from the EC and Committee Chairs requesting approval of an action, shall be submitted to the President for review. The request shall include information regarding the details of the request and action requested.
- II. If determined by President to require immediate attention, the request shall be forwarded to the Secretary for distribution for an email vote.
- III. Based on the terms in the Ohio Revised Code 1702.01 (ORC) for a 501 (c) (3) organization, email votes shall be deemed valid when a simple majority of the quorum of those participating in the email return a vote to the President, or Vice President, in the absence of the President. Only NWOWEA Executive Committee members may vote.
- IV. EC members will be provided the reason for the vote and the action required. EC members will be given at least a 48 hour timeframe for responses, not to include weekends or holidays.
- V. Minimal discussion can occur through email on the topic. If excessive discussion occurs, the vote may be pulled for a vote by the President and a conference call of the EC scheduled.
- VI. Results of the vote will be provided to the EC once tabulated.