



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 relies on email 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, NWOWEA adopts the following policy and procedure.

POLICY AND PROCEDURE

- I. E-Blasts are to be used to communicate information of a time sensitive nature to the NWOWEA membership on workshops and conferences, proposed rules, regulations, or statements of interest written by NWOWEA, OWEA, WEF, the Ohio Environmental Protection Agency (OEPA), or other technical organizations.
- II. E-Blasts are not intended to communicate information of a routine nature.
- III. Information proposed for E-Blast shall be subject to a QA/QC procedure as outlined in V below to ensure that information is appropriate and adequate for its intended purpose and conforms to our code of ethics, vision and mission statement.
- IV. NWOWEA shall not post information that can be construed as marketing for individuals, companies, or organizations or may prove to be in conflict with any event or program administered by NWOWEA.
- V. E-Blast Requests
 1. Draft E-Blasts shall be forwarded to the President for consideration. If the President is not available, the Draft E-Blast shall be sent to the Vice President.
 2. The President shall approve, modify, or disapprove the Draft E-Blast. If approved, the President shall edit the Draft E-Blast and forward to the NWOWEA Secretary for mailing. The President will notify the sender when requests are not approved.
- VI. Notifications from NWOWEA
 1. The NWOWEA 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 NWOWEA membership that training is being held and that there is still time to register.
 2. In the event of this, the NWOWEA Secretary may be permitted to issue the E-Blast without prior notification from the President or other EC Members.