



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

WHEREAS, Standing Committees have perpetual existence in NWOWEA unless they are “sunsetting” by the NWOWEA Executive Committee (EC), and

WHEREAS, Ad Hoc Committees are established to perform specific tasks, as assigned by the NW Section President and the NWOWEA EC, and

THEREFORE, NWOWEA has adopted the following policy and procedure:

POLICY AND PROCEDURE

Standing Committees

- I. Standing Committee Chairs shall be appointed by the President.
- II. Standing Committees shall work towards the OWEA vision and mission statements.
- III. All Standing Committee members shall be active members of the OWEA, unless otherwise exempt.
- IV. Standing Committees shall prepare and present for approval a committee budget (if needed) for approval by the NWOWEA EC at the January Executive Committee Meeting.
- V. Standing Committee Chair shall attend regular Executive Committee meetings or provide an update to the President when unable to attend. Co-chairs may attend on behalf of the Committee.
- VI. Chairpersons are encouraged to recruit co-chairs. Co-chairs shall be approved by the President.
- VII. Chairpersons may appoint other committee members as needed to accomplish the goals of the committee, unless otherwise stated.
- VIII. Standing Committees may present a report to the membership at the Annual Meeting.
- IX. Standing Committees shall assist other committees as needed.
- X. Standing Committees are encouraged to submit at least one article, suitable for publication in the *Buckeye Bulletin*, each year.
- XI. Standing Committees are encouraged to hold at least 2 events per year.
- XII. Committees deemed inactive by the President or Executive Committee shall be sunsetted, modified and recommissioned.



- XIII. Chairpersons and Co-chairs shall attend annual Leadership Meeting
- XIV. Chairpersons or approved designee shall serve as the NW Section representative on the respective OWEA Committee as appropriate.
- XV. The Standing Committees of the Northwest Section are as follows:
- A. Membership
 - When elected in an odd year, the Second Vice President serves as the NWOWEA Membership Chair for a 2-year period.
 - Other members as appointed by the President
 - Actively pursues the task of promoting new membership
 - Keeps an updated list of active members
 - Reports on Committee activities at each regular meeting of the Section EC
 - Charged with the formulation of and implementation of policies and programs to increase and maintain membership of the Section
 - New policies and programs shall be approved by the Section Executive Committee
 - B. Nominating
 - Shall consist of 2 members as appointed by the President
 - First Vice President serves as either member or chairperson
 - Committee shall nominate candidates for the offices of President, Vice Presidents, Treasurer and Secretary
 - C. Government Affairs
 - Consists of 1 Chairperson
 - Other committee members may serve on the State Committee as deemed appropriate by the Committee Chair and approved by the President
 - Duties include review and analyze State and Federal legislation as it relates to water pollution control and related fields
 - Provide timely assistance to the Section Executive Committee as it pertains to matter related to the Section in this area
 - Recommend topics for Section programs
 - D. Auditing Committee
 - Consists of three Executive Committee members
 - Immediate Past President serves as Committee Chair
 - Other members as appointed by President
 - Committee shall conduct an annual review of all Section financial



transactions, balancing receipts and disbursements and dated balances with bank statements

E. Plant Ops

- Shall consist of a Chairperson and a Co-chairperson as appointed by President
- The committee shall direct its efforts towards the study of activities associated with the treatment and management of municipal wastewater and residuals
- The committee shall sponsor Plant Operations Workshop and seminars as authorized by the Executive Committee
- The committee shall coordinate and sponsor Ops Challenge activities at the Section level and Annual Conference

F. Industrial Waste and Pre-treatment

- Consists of 1 Chairperson
- Committee members should have the expertise and background to identify issues relating to industrial needs
- The committee shall direct its efforts toward the study and resolution of issues associated with the proper management of industrial wastes with the goal of waste minimization and pollution prevention
- The committee shall sponsor industrial waste seminars and workshops
- The committee shall increase outreach to pre-treatment coordinators in the Section

G. Personnel Education

- Consists of 1 Chairperson
- Conducts 2 onsite review days in November and May for Class I/II/III Wastewater and I/II Collection testing
- Maintain updated training information and instructor lists

H. Safety

- Consists of 1 Chairperson
- Committee shall direct its efforts toward formulating objectives, programs, and policies in the interest of safety concerning the construction, operation and maintenance of wastewater treatment plants and collections systems
- The committee shall sponsor and coordinate safety awards for the Section
- The committee shall prepare and/or solicit one article for publication in the Buckeye Bulletin per year

I. Public Education

- When elected in an even year, the Second Vice President serves as the Section



Publications Chair and as the Section representative to the State Committee for a 2-year term

- Responsible for seeing that Section events are promptly and properly reported in or by the local news media
- Responsible for heading the Section “Water Environment Science Award” Science Day Awards Committee
- Reports on Committee activities at each regular meeting of the Executive Committee
- Promote (\$20,000) grant opportunities from the State OWEA for public education activities within the Section

J. Awards

- Consists of 1 Chairperson
- Committee actively solicits nomination for each award set forth in the OWEA Rules and Regulations and shall make a recommended selection of the nominations to the Executive Committee for approval
- The approved nominations shall be presented to the OWEA Awards Committee by the Chairperson
- The committee shall also solicit nominations for any Section Awards established and make a recommended selection of the nomination to the Executive Committee
- Section awards are presented at Section Meetings throughout the year

K. Laboratory Analysis

- Consists of 1 Chairperson
- The committee shall focus its efforts in the interest of promoting high-quality performance of laboratories, promote professionalism by keeping lab personnel abreast of training and informed of any changes in the EPA’s approved methods
- The lab committee should hold at least one workshop within the Section per year

L. Publications

- When elected in an even year, the Second Vice President serves as the Section Publications Committee Chair and the Section representative to the State Committee for a 2-year term
- Solicit articles from Section members and/or the Watershed Chair for the Plant Profile (due January 1) and Watershed Article (due July 1) each year.

M. Young Professionals

- Consists of 1 Chairperson



- The committee shall promote the involvement of people who are new to the industry by providing opportunities to interact while learning about OWEA and the wastewater field
- Members are under 35 or have less than 5 years' experience in the field

N. Residuals Management

- Consists of 1 Chairperson
- The committee shall follow current trends and regulatory issues related to residuals management and help communicate these to the Section Membership
- The committee shall communicate members' issues to regulatory agencies on State and Federal legislation and promote public awareness
- The committee should present at least one training at either a Section Meeting or other workshop per year

O. Collection Systems

- Consists of 1 Chairperson
- The committee shall provide members with information regarding the maintenance, operations and importance of collection system management with emphasis in the areas of technology, regulations, funding, public relations and safety
- The committee will also coordinate the Hands on Workshop and Statewide Collection System Conference with the State Committee

P. Watershed

- Consists of 1 Chairperson
- Attend monthly calls to discuss Watershed Committee activities
- Review and comment on WEF's position papers and any new EPA rules
- Assist in the development of the annual Watershed Workshop agenda
- Attend the annual Watershed Workshop

Q. Water for People

- Consists of 1 Chairperson
- Other members appointed by Chair
- Coordinate Section fundraising events for WFP

R. Historian

- Consists of 1 Chairperson
- Maintains organized historical records of the Section



- Provides historical information to members as needed
- Committee is encouraged to periodically write articles for publication in the Buckeye Bulletin about the history of the Section

S. Social Media/Website

Ad Hoc Committees

- I. Ad Hoc Committee Chairs shall be appointed by the President.
- II. Ad Hoc Committees shall serve one of two purposes:
 - a. To explore an area of the industry that may warrant the establishment of a standing committee, or
 - b. To complete a defined task.
- III. All Ad Hoc Committee members shall be active members of the OWEA, unless otherwise exempt.
- IV. Ad Hoc Committees with defined tasks shall be given specific direction for the end goal and end date of the committee.
- V. Ad Hoc Committees developed for the purpose to explore a potentially new area shall be evaluated by the President each year as a standing committee.
- VI. Ad Hoc Committees developed for the purpose to explore a potentially new area shall either cease or become a standing committee after a period of three years.
- VII. Ad Hoc Committees shall prepare an outline of planned activities for presentation to the NWOWEA EC at the September meeting.
- VIII. Ad Hoc Committees shall prepare and present for approval a committee budget (if needed) for approval by the NWOWEA EC at the September meeting.