



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 holds a minimum of 5 executive committee meetings each year for the expressed purpose of conducting business for the organization, and

WHEREAS, WEF Members Executive Committee (EC) members, WEF Staff, and OWEA Staff request that items be placed on meeting agendas for discussion and voting and that some matters may be complex and difficult to understand without written support, and a clear and accurate explanation.

THEREFORE, OWEA adopts the following Policy and Procedure.

POLICY AND PROCEDURE

1. Items requested to be placed on the agenda for discussion and voting shall be submitted in writing to OWEA Staff no less than seven days prior to the meeting.
2. All agenda items shall include a Sponsor to lead the discussion to the OWEA Board on the item. The sponsor shall appear in person to present to the Executive Committee. No item shall be placed on the agenda without a Sponsor.
3. If the Sponsor is not able to attend the Executive Committee meeting, he/she may appoint a Proxy to service in his/her place. The person serving as proxy may be a member of the Executive Committee, or any WEF member in good standing.
4. The Sponsor or his/her proxy shall be fully able to present the matter to the Executive Committee and answer any questions posed.
5. Actions proposed for voting shall be accompanied by a draft written motion, which includes the name of the sponsor, the action being voted on, the capital cost, ongoing operational and maintenance costs, and continuing obligations of OWEA. A draft of the written motion shall be to the Executive Committee prior to voting to promote understanding and accuracy of the voting process. The purpose of the written statement shall define the pros, cons, and on going obligations of OWEA.
6. Items of a simple, routine, or perfunctory nature sponsored by OWEA Staff or EC member may be exempted from this requirement.