



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

WHEREAS, Standing Committees have perpetual existence in OWEA unless then are “sunsetting” by the Board, and

THEREFORE, OWEA has adopted the following procedure:

PROCEDURE

- I. Standing Committee Chairs shall be appointed by the President.
- II. Standing Committees shall prepare an outline of projected activities the committee has planned for presentation to the EC, at the September meeting.
- III. Standing Committees shall prepare and present for approval a committee budget (if needed) for approval by the EC at the September meeting.
- IV. Standing Committees shall recommend topics for the Annual Conference Program.
- V. Standing Committee Chairs shall submit for each issue of the OWEA Publication a report of the committee activities.
- VI. Standing Committees shall review, at the request of the Publication Committee, potential articles for print.
- VII. Standing Committee Chair shall report current activities to the EC by means of submitting a report to their appointed Liaison or attendance at the EC meeting.
- VIII. Standing Committees are expected to complete yearly goals.
- IX. Standing Committees are required to submit a report at the Annual Business Meeting
- X. Standing Committees may present a report to the membership at the Annual Business Meeting.
- XI. Standing Committees shall assist other committees as needed.
- XII. Standing Committees are encouraged to submit at least one article, suitable for publication in the *Buckeye Bulletin*, each year.
- XIII. Standing Committees shall assist, as necessary, the Government Affairs Committee in providing responses to regulatory agency draft rules or state legislative bills. Standing Committees shall develop informational e-blast to be submitted to the membership, based on the requirements as stated in the OWEA E-Blast policy and procedures.