

# RULES OF PROCEDURE

## PACIFIC NORTHWEST SECTION OF THE AMERICAN WATER WORKS ASSOCIATION

(Accepted by the PNWS AWWA Board of Trustees on May 3<sup>rd</sup>, 2011)

- 1.0 PURPOSE - The purpose of Rules of Procedure (ROP) is to delineate routine Section Activities not specifically covered in the Bylaws. ROP requires only Board approval for adoption and implementation.
- 2.0 AFFIRMATIVE ACTION - It is the policy of the PNWS/AWWA to endorse and actively support the concept of affirmative action and anti-discrimination in the recruitment of new members and in the conduct of all Section business activities. It is also the policy of the Section to strongly encourage its membership to seek and employ qualified personnel in all their operations and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer and termination, and to provide a work environment free of sexual and racial discrimination and harassment.
- 3.0 SECTION BOARD MEMBER RESPONSIBILITIES -
- 3.1 CHAIR shall be responsible for overseeing the activities of ad hoc committees. S/he shall be further responsible for overseeing the activities of specific committees organized under the Work Team concept.
- 3.2 CHAIR-ELECT shall be responsible for selecting all of his/her committees by the Winter Trustee Meeting and having them confirmed within thirty (30) days after the Winter Meeting. S/he shall be further responsible for overseeing the activities of committees organized under the Work Team concept as assigned by the Chair.
- 3.3 ASSOCIATION DIRECTOR shall be responsible for liaison between the Section's Board and the AWWA Board of Directors. S/he shall be further responsible for overseeing the activities of committees organized under the Work Team concept as assigned by the Chair. S/he shall serve as Chair of the National and Section Awards Committee.
- 3.4 PAST-CHAIR shall be responsible for overseeing the activities of committees organized under the Work Team concept as assigned by the Chair.
- 3.5 TRUSTEES shall be responsible for overseeing the activities of committees organized under the work team concept as assigned by the Chair.

44 3.6 TREASURER shall be responsible to provide independent oversight of all Section  
45 finances, to verify propriety of financial procedures, and to confirm that all  
46 financial transactions are in keeping with the Mission, Bylaws, and Rules of  
47 Procedure of the Section. The Treasurer shall be a non-voting member of the  
48 Board, reporting to the full Board.

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50 The Treasurer shall be responsible for the development, periodic review, and  
51 updating of guidelines for investing Section funds. The guidelines and any  
52 modifications to them are to be approved by the Board of Trustees. The Treasurer  
53 shall then work with the Executive Director in determining the appropriate  
54 investments of funds within the approved guidelines.

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56 4.0 COMMITTEES - All committees must schedule and hold their first meeting prior to the  
57 annual conference. Each committee is assigned to a board member to provide liaison.  
58 Committee Chairs and voting committee members shall be Section members in good  
59 standing. From time to time committees may require advisory members who are not  
60 Section members. They may serve on the committee at the pleasure of the Section Chair  
61 but without voting rights.

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63 4.1 STANDING COMMITTEES

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65 4.1.1 AUDIT COMMITTEE - This committee shall ensure that the financial  
66 activities of the Section are consistent with generally accepted accounting  
67 and financial principles. The committee, responsible to the Board of  
68 Trustees, shall monitor the credibility of Section financial activity and  
69 perform a calendar year audit of the financial activities. Further, perform  
70 reviews as requested to insure the Section's financial activities are  
71 occurring as planned for the year. Perform special financial activities as  
72 requested by the Board of Trustees.

73  
74 At least once every five years the Audit Committee shall engage a  
75 professional auditing firm to conduct an audit of the Section's financial  
76 activities for the previous five years or the period since the last  
77 professional audit. The Audit Committee shall oversee this work.

78  
79 4.1.2 BUDGET AND FINANCE – The Budget and Finance Committee has the  
80 responsibility to coordinate the development, oversee, and monitor the  
81 annual financial plan of the Section. This fiscal plan is developed for  
82 acceptance by the Board at the Fall Trustees meeting for the succeeding  
83 fiscal year.

84  
85 The Budget chair will also provide periodic statements to the Trustees  
86 throughout the fiscal year, comparing line item expenditures to the  
87 approved budget, noting those budget line items which are not in  
88 alignment with the plan. Discrepancies of budget expenditures associated

89 with individual committees will be brought to the attention of the  
90 Executive Director and committee's Board Liaison (Trustee) for any  
91 needed actions.

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93 The Budget and Finance Committee will also work with the Executive  
94 Director to provide the Monthly Section Expenditure Report.

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96 The Executive Director of the Section will be a member of this committee.  
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98 4.1.3 MEMBERSHIP COMMITTEE - The purpose of this committee is to  
99 promote membership in American Water Works Association (AWWA);  
100 promote activities to retain current members and recruit new members to  
101 the Section.  
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103 4.1.4 INFORMATION TECHNOLOGY AND WEB SITE COMMITTEE -  
104 This Committee shall be responsible for developing, implementing and  
105 maintaining an information technology plan for the Section and to provide  
106 oversight of the Section web site so that it is supported and maintained as  
107 a useful and productive tool for the Section. The Committee, responsible  
108 to the Board of Trustees shall:  
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- 110 (a) Monitor the effectiveness of the Section IT Plan and web site and  
111 seek improvements as is prudent;
- 112 (b) Assure that the IT Plan and web site remain active, timely and  
113 current in order to serve the Section membership;
- 114 (c) Support Section Committees with training, site access and  
115 assistance in keeping their committee sites current and useful to the  
116 membership.

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118 Further, the Committee will ensure adequate site hosting and accessibility.  
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120 The IT and Web Site Committee may refer policy decisions to a five  
121 member WEB SITE ADVISORY COUNCIL. This Council, will maintain  
122 direct liaison to the Board of Trustees and will be responsible for  
123 reviewing committee pages, establishing policy and supporting the IT and  
124 Web Site Committee.  
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126 The Advisory Council shall have three appointed positions, which will be  
127 named each year by the Chair-Elect during the Section Committee  
128 appointments. The Executive Director and the Board Liaison (Trustee) of  
129 the Section shall serve as the fourth and fifth members of the Advisory  
130 Council.  
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132 5.0 GENERAL WORKING COMMITTEES

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5.1 SUBSECTION ADVISORY COUNCIL - The purpose of the Subsection Advisory Council is to promote, facilitate and coordinate the goals of AWWA at the individual membership level. The committee shall act as a communications liaison between the individual AWWA member, or potential member, and the Section. The Subsection Advisory Council shall provide a forum, which may serve as an extension of the other committees of the Section, including but not limited to Membership, Safety, Education, Cross Connection, Small Systems and Water for People.

The President of each Subsection or his/her appointed representative shall serve as a member of this committee. This person shall be a member of this committee and a member of AWWA. All Subsection Presidents or their designed representative shall be invited to the Fall Trustee Meeting.

The Committee shall establish and periodically review the geographic areas within the Section called Subsections and shall support and encourage regular meetings around these areas by AWWA members and others in the water works industry.

The SUB-SECTION ACTIVITY AWARD selection for Oregon, Idaho and Washington shall be one member from each of the general areas. The awards are made to members who have performed outstanding work in connection with the activities of the PNWS and Sub-Sections of the AWWA.

The recipient will be held confidential until the annual conference, unless the committee desires the Board of Trustees to confirm its choices. The selection committee shall consist of the Section Subsection Advisory Council Chair, Oregon/Idaho and Washington Vice Chairs.

5.2 BYLAWS AND RULES OF PROCEDURE (ROP) - This committee makes changes in the Bylaws and ROP as directed by the Board of Trustees. It also initiates and recommends proposals for changes to the Bylaws and ROP.

5.3 CONFERENCE LOCAL ARRANGEMENTS COMMITTEE- This committee is in charge of all local arrangements in the host city. The Conference Local Arrangements Committee (LAC) will be responsible for all phases of the Annual Section Conference with the exception of the technical program.

Duties, responsibilities and functions are as detailed in the "Guide to Local Arrangements for Conference Management" which is incorporated into these Rules of Procedure by reference. These duties include hotel reservations and arrangements for housing Section members and other attendees; hotel arrangements for conference functions such as committee meetings, technical session meeting rooms and official Section banquets and dinners; on-site

178 registration; guest programs; conference publicity; and all other facets of the  
179 Section meeting including the coordination of all committees participating in the  
180 program.

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182 This committee will also select an appropriate hotel for conference headquarters.  
183 The contract with the hotel shall be negotiated by the Executive Director.

184  
185 5.3.1 Committee Personnel - It is recommended that a leading AWWA member  
186 prominent in affairs of the Community in which the Section meeting will  
187 be held, chair this committee. The organization for local arrangements  
188 should include many of the local members particularly for assignments  
189 such as hotel arrangements, registration, meals, transportation, etc.

190  
191 5.3.2 The following committee Chairs shall be ex-officio members of the  
192 conference committee: National and Section Awards, Conference and  
193 Meeting Places, Budget and Finance, and Program. The Executive  
194 Director shall also be an ex-officio member of this committee.

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196 5.3.3 The Section Executive Director shall be responsible for receipt of all  
197 monies for early registration of participants for the pre-conference and  
198 conference. Such receipts shall be deposited in The Section's bank or  
199 savings accounts.

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201 5.3.4 All retired PNWS-AWWA members will be provided free registration for  
202 the technical program at annual Section conferences. Costs of meals,  
203 tours, and social events, which the retired member chooses to attend, will  
204 be at the member's expense.

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206 The Section will make every reasonable effort to inform the membership  
207 of this policy through the Section Newsletter, announcements at Sub-  
208 Section meetings, etc.

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210 For purpose of these guidelines, "retired member" means any person who  
211 is either a former or current member of the PNWS-AWWA and who is no  
212 longer active in his/her profession on a full-time basis.

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214 5.3.5 All bills and claims shall be made to the "Pacific Northwest Section,  
215 AWWA" and forwarded to the Section Executive Director for payment.  
216 All bills and claims shall identify the item(s) for payment and its purpose;  
217 i.e., "guest decorations", "Program expense", "Registration expense",  
218 "Banquet", etc. All bills and claims shall be signed by authorized persons  
219 on the Conference Local Arrangements Committee, preferably, but not  
220 necessarily, the Committee Chair. Claims for out-of-pocket expenses  
221 shall be itemized, signed and will be honored.

223 5.3.6 The Executive Director shall furnish funds to the registration committee  
224 for cash to make change during registration. The Executive Director shall  
225 be prepared to honor claims as necessary during the Conference by  
226 maintaining adequate balance in the Section's checking account and  
227 having checks available.

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229 Payments in advance of receipt of goods or services shall be made only  
230 under certain circumstances, such as cash for registration, deposit on an  
231 entertainment contract or hold deposit on some unusual item.

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233 5.3.7 The Conference Local Arrangements Committee shall maintain records of  
234 all receipts and bills submitted to the Executive Director as a check to  
235 make certain all claims are forwarded and satisfied, and for compiling the  
236 Committee's final conference report.

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238 5.3.8 The Executive Director shall record Conference receipts (as transferred in  
239 lump sum from the conference savings account) and all claims paid to the  
240 Section's regular account records.

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242 5.3.9 The Conference Chair shall submit to the Board, a conference report,  
243 including pictures, statistics and financial planning data. The report shall  
244 be submitted to the Executive Director for inclusion with committee  
245 reports for the Fall Trustees meeting.

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247 5.4 CONFERENCE AND MEETING PLACES COMMITTEE - It is the duty of the  
248 Executive Director to carefully consider the locations for the annual conference  
249 and to make recommendations for the location of the Section conference to the  
250 Board, at the Fall Trustees Meeting, at least 5 years prior to the conference date.

251  
252 This Committee shall also make recommendations to the Board for the location of  
253 the Fall and Winter Trustees Meeting locations so that selection can be made at  
254 least 2 -1/2 years in advance of the actual meeting. Following approval of the  
255 location, the Executive Director shall negotiate the arrangements with the  
256 Hotel/Motel/Resort.

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258 The Conference and Meeting Places Committee will be chaired by the Executive  
259 Director, with support by others as needed.

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261 5.5 CROSS-CONNECTION CONTROL - The purpose of the Cross Connection  
262 Control Committee is to provide education, training, and information to the water  
263 works personnel designed to achieve control of cross-connections and thereby  
264 prevent contamination of public drinking water caused by backflow.

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267 5.6 CUSTOMER SERVICE COMMITTEE - The purpose of the Customer Service

268 Committee is to inform members of the increased importance of Customer  
269 Service and to coordinate education and training for the purpose of provident  
270 excellent service to customers

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272 5.7 CERTIFICATION COMMITTEE - The purpose of the Certification Committee  
273 is to facilitate communication and coordination between Idaho, Oregon,  
274 Washington operator certification programs and the PNWS-AWWA.

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276 5.8 DISTRIBUTION SYSTEM COMMITTEE - The purpose of the Distribution  
277 System Committee is to develop and disseminate information targeted to field and  
278 operations personnel that assists in translating technical information into practical  
279 application; to ensure continued regulatory compliance and utility cost  
280 competitiveness.

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282 5.9 EDUCATION AND TRAINING ENDOWMENT FUND BOARD -This Board  
283 shall manage the Education and Training Endowment Fund which is organized to  
284 encourage the making and receipt of gifts, benefactions and other donations by  
285 deed, will, direct gift, or otherwise to establish and maintain scholarships to be  
286 awarded to the members of the PNWS-AWWA.

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288 All withdrawals from the fund will require two signatures, i.e., Executive Director  
289 and one other Education and Training Endowment Fund Board member.

290  
291 The Education and Training Endowment Fund shall be managed at the sole  
292 direction of the Board of Directors of the Fund except, the Board of Directors  
293 shall not withdraw for interim use or distribution, any of the funds deposited into  
294 the E&T account as a principal donation except under the following conditions:

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296 (a) Prior to withdrawal, the E&T Board shall by 75 percent majority request  
297 concurrence of the PNWS-AWWA Board of Trustees for the withdrawal  
298 of a specific principal amount for a specific purpose.

299  
300 (b) The Board of Trustees shall place the request for the withdrawal before the  
301 membership at the Spring Business Meeting of the membership. Approval  
302 by a majority of the members attending the meeting is required.

303  
304 (c) The Board of Directors of the Fund shall specify by January 1 of each  
305 year, the amount of fund monies that are available for scholarships to be  
306 awarded at the spring conference.

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308 5.10 ENGINEERING COMMITTEE - The purpose of this Committee is to enhance  
309 the exchange of engineering experience and technology within the Section, to  
310 provide members with the most current and relevant engineering information  
311 available, to provide technical sessions and to work in cooperation with other  
312 non-AWWA organizations.

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5.11 EXECUTIVE COMMITTEE - The Executive Committee (EC) is comprised of the Section Chair, Association Director, Chair-Elect, Past-Chair, and Executive Director. The EC is a standing committee that meets regularly, on a monthly basis, to review the major issues facing the Section.

Members of the EC are also members of the Board, and as such, make preliminary decisions to be considered and ratified by the Board as a whole at the next regularly scheduled Board Meeting. The EC acts on behalf of the Board pursuant to the policies and procedures established by the Section, on an ongoing basis throughout the year. The EC shall report regularly and routinely to the Board concerning its activities on behalf of the organization.

5.12 GEORGE WARREN FULLER AWARD - This committee shall consider, annually, the selection of a Section member to receive the George Warren Fuller Award. The selection of a member to receive the award is in no sense mandatory.

The recipient will be held confidential until the annual conference, unless the committee desires the Board to confirm its choice.

The committee shall consist of five (5) members, who shall be the five most recent recipients that are available to serve. The Chair of the Committee shall be the award recipient who is the longest sitting member of the committee.

5.13 HISTORICAL - This committee shall be responsible for preserving the history of the PNWS-AWWA and documenting the impact the Section and its members have had in providing leadership to the water supply profession. It shall work closely with the Past Chairs Committee.

5.14 IDAHO WATER UTILITY COUNCIL - The purpose of this committee is to monitor legislation as it affects water utilities in Idaho, and keep members informed. The legislative activities should be coordinated with policies of the AWWA.

5.15 INTER-ORGANIZATIONAL LIAISON - This committee will meet the need to relate more closely to other organizations, such as the Washington State Association of Water/Wastewater Districts, Pacific Northwest Pollution Control Association and the American Public Works Association.

5.16 MANUFACTURERS SUPPLIERS & CONSULTANTS COMMITTEE - This committee coordinates Water Works Suppliers activities to ensure consistency and compatibility with PNWS goals and objectives.

This committee, as liaison representative between the water works suppliers and the Board of Trustees, monitors the hospitality room vendor displays and other

358 related water works suppliers' activities at AWWA Section functions to ensure  
359 harmonious relations between the suppliers' representative and other AWWA  
360 Section activities. The duties, responsibilities and functions are detailed in the  
361 "Hospitality Room Rules and Regulations" (Appendix A) and the "Annual  
362 Conference Exhibit Rules and Regulations" (Appendix B), which by reference  
363 become a part of these Rules of Procedure.

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365 This Committee shall be responsible for enforcing the "Exhibit Rules and  
366 Regulations" and the "Hospitality Room Rules and Regulations", Should there be  
367 any violation of either of these Rules and Regulations, those in violation shall be  
368 banned from participating the following year.

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370 5.17 NATIONAL AND SECTION AWARDS COMMITTEE - This committee shall  
371 submit recommendations to the Board for all National Awards other than the  
372 George Warren Fuller Award.

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374 The names of any nominees shall be presented to the Board in accordance with  
375 National guidelines, but no later than the annual conference. If approved by the  
376 Board, Committee Chair shall forward the nominations to AWWA National with  
377 the appropriate supporting data.

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379 The National and Section Awards Committee shall study and make  
380 recommendations from time to time on the desirability of changes in, or creation  
381 of new Section Awards. It is the further duty of this committee to prepare suitable  
382 citations and make all arrangements in conjunction with the person in charge of  
383 the annual banquet, for the awarding of the awards at the annual banquet.

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385 The committee will be composed of the Chair of the George Warren Fuller Award  
386 Committee, the Chair of the Powell-Lindsay Award Committee, the Chair of the  
387 Sub-Section Activities Award Committee, and all past Association Directors. The  
388 Association Director shall serve as the Chair of the Committee.

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390 5.18 OREGON WATER UTILITY COUNCIL - The purpose of this committee is to  
391 monitor legislation as it affects water utilities in Oregon, and keep members  
392 informed. The legislative activities should be coordinated with policies of the  
393 AWWA.

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395 5.19 ORWARN – The purpose of this committee is to facilitate the activities of its  
396 members and Associate Members in implementing the Oregon Water/Wastewater  
397 Agency Response Network (ORWARN) which may facilitate mutual aid and  
398 assistance, communication and coordination, sponsor and conduct training  
399 activities and exercises, and conduct other activities of mutual benefit to its  
400 Members and Associate Members. ORWARN may be provided benefits and  
401 services by the Pacific Northwest Section of the American Water Works  
402 Association (PNWS) as agreed by the Board of Trustees. The ORWARN is to be

operated and managed at all times to comply with the terms and conditions of the Affiliation Agreement between the American Water Works Association and the PNWS.

5.20 PAST CHAIRS COMMITTEE - This Committee shall be constituted of individuals who have served as Chair of the PNWS-AWWA. The Committee Chair will be the Second Past Chair of the Section. This committee will follow the wishes and dictates of the Section Officers and Board of Trustees and periodically review and make recommendations on how the Section can improve on its operation and service to its members.

The Past Chairs committee shall also serve as the Nominating Committee for the Section. The Committee shall nominate each year at least two qualified persons for the offices of the Section: Chair-Elect and two Trustee positions and every 3 years nominees for AWWA Director. Nominees for Director should be persons of long experience with the Section, preferably having served as an officer for 2 or more years. Nominations are to be in accordance with Article VI and Article IX of the Bylaws of the Section.

The Committee Chair shall appoint a committee member to keep minutes of each committee meeting and maintain a file of such minutes along with copies of all correspondence originated by and received by the committee.

The Committee shall present to the Section Executive Director 45 days prior to the Fall Trustees Meeting the nominees for the Board of Trustees. Nominees shall be invited to attend the Fall Trustees Meeting and be encouraged to be present during the Board meetings.

Upon receipt of notice from the Section Board of its approval of the committee's slate of candidates, the Committee Chair shall close the committee files and turn them over to the Section Executive Director who shall hold them for transfer to the next appointed Nominating Committee Chair.

A vacancy on the Board of Trustees created by an off-year Trustee's election to Chair-Elect will be filled by Board appointing the present election Trustee runner-up for a 1-year term to fill vacancy created by Trustee's acceptance of the office of Chair-Elect.

Except for the Board position of Association Director and for other special circumstances, the Nominating Committee shall avoid nominations, which could result in more than one employee from the same organization serving as members of the Board of Trustees at the same time.

The Committee shall also submit nominees to the Board of Trustees for positions on the various AWWA Councils and Divisions.

- 448  
449 5.21 POWELL-LINDSAY AWARD - This committee shall consider each year, the  
450 selection of one or more members of the PNWS, for the Powell-Lindsay Award.  
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452 The recipient will be held confidential until the annual conference, unless the  
453 committee desires the Board of Trustees to confirm its choice.  
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455 The committee shall consist of five (5) members who shall be the five most recent  
456 recipients that are available to serve. The Committee Chair shall be the award  
457 recipient who is the longest sitting member of the committee.  
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- 459 5.22 PROGRAM COMMITTEE - This Committee has charge of selecting the speakers  
460 and making all arrangements for technical presentations at the conference. This  
461 committee will coordinate with the Conference Local Arrangements Committee;  
462 A Vice-Chair shall be appointed to become Committee Chair the following year.  
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464 The Chair-Elect is an ex-officio member of this committee.  
465
- 466 5.23 PUBLICATIONS COMMITTEE - The purpose of the Publications Committee is  
467 to disseminate information to Section members, which serves to educate and keep  
468 the organization abreast of the leading technology and which attempts to reflect  
469 the policies, aims and direction of the Section membership and AWWA as a  
470 whole.  
471  
472 The Committee shall oversee the publication of the Section Newsletter. The  
473 Committee will prepare four issues of the Section Newsletter per year. The chair  
474 of the Committee shall be the Newsletter editor. The producer of this publication  
475 is authorized to sell Section Newsletter advertising space to help defray the cost  
476 of the publication. The Committee and the publishing company producing the  
477 newsletter shall determine advertising rates.  
478
- 479 5.24 PUBLIC OFFICIALS COMMITTEE – This Committee goal is to develop a  
480 program to provide elected/appointed public officials professional development  
481 and networking opportunities and to communicate the value of AWWA and its  
482 programs.  
483
- 484 5.25 PUBLIC INFORMATION COMMITTEE - This Committee goal is to develop  
485 and disseminate information, provide education and training to industry  
486 professionals.  
487
- 488 5.26 RESEARCH COMMITTEE – This committee is to enhance and promote the  
489 development and dissemination of research across the drinking water industry.  
490 This includes the use and promotion of traditional research avenues, including  
491 universities and large research organizations, such as the AWWA Research  
492 Foundation, as well as less traditional, but valuable research conducted by water

493 professionals working in utility and/or consulting settings.

494

495 5.27 SAFETY COMMITTEE - The purpose of the Safety Committee is to promote  
496 among the utilities a strong safety program to the end that management and  
497 employees are aware of the benefits of all efforts to eliminate injuries in the water  
498 industry; to participate in the AWWA Safety Program.

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500 5.28 SCHOLARSHIP COMMITTEE - This Committee shall implement the PNWS-  
501 AWWA Scholarship program and will work closely with the Education and  
502 Training Endowment Fund Board of Directors for the promotion and expansion of  
503 the program.

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505 The goal of the Scholarship Program is to assist AWWA members, those  
506 employed in the waterworks industry, and students who are pursuing formal  
507 education in water related fields to complete or advance their formal education in  
508 a waterworks related discipline.

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510 The Scholarship Committee's responsibilities include: dissemination of  
511 applications and other pertinent information to colleges, universities, sub-sections,  
512 newsletters, PNWS-AWWA Web site and individual requests; review of  
513 applications and make recommendations to the PNWS-AWWA Board of Trustees  
514 for annual awards; and to periodically review and make recommendations for  
515 changes to the scholarship program.

516

517 AWWA membership is encouraged, but not required for scholarship requests.  
518 One year paid student memberships may be awarded to the applicants as the  
519 Committee deems appropriate and as funds are available. Individuals accepted or  
520 enrolled in the last year of a two-year degree program, those who will have  
521 achieved junior or senior status and are enrolled in a four-year degree program or  
522 any student accepted or enrolled in a Masters or PhD program will be eligible to  
523 apply.

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525 A point system shall be established and used by the Committee to rate the  
526 applications and to select the winners of the various scholarships to be awarded.  
527 The Committee shall allocate the funds budgeted by the PNWS-AWWA Board of  
528 Trustees as they deem appropriate, but they must assure that each perpetual  
529 scholarship (endowed scholarships in a Section Member's name) is awarded  
530 every year and that scholarships for the following levels of higher education are  
531 included each year: 2 year technical degree, bachelor's degree, and advanced  
532 degree (masters or PhD). The number and amount of scholarships per category,  
533 beyond those required will depend on the level of funding available and the  
534 Committee's recommendation.

535

536 The following criteria shall be used to evaluate scholarship applications:

- 537 • Scholarship
- 538 • AWWA Membership
- 539 • Professional, or scholastic associations or societies in addition to
- 540 AWWA
- 541 • Waterworks certification
- 542 • Volunteer community service within the last five (5) years
- 543 • Education and career goals
- 544 • Personal history
- 545 • Completeness of application
- 546

547 The Scholarship Committee shall recommend to the PNWS-AWWA Board of  
 548 Trustees the proposed recipients of the various PNWS-AWWA Scholarships, and  
 549 the recipients shall be announced at the annual conference.

550 5.29 SMALL SYSTEMS COMMITTEE - The purpose of the Small System  
 551 Committee is to provide outreach and assistance to small water systems  
 552 throughout the Pacific Northwest Section.  
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554 5.30 UTILITY MANAGEMENT COMMITTEE - The purpose of this Committee is to  
 555 enhance the exchange of water system utility management experiences, processes  
 556 and technologies allowing a forum to keep water utility managers abreast of  
 557 current, relevant issues and information needed to manage a water system.  
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559 5.31 WASHINGTON WATER UTILITY COUNCIL - The purpose of this Committee  
 560 is to monitor legislation as it affects water utilities in Washington, and keep  
 561 members informed. The legislative activities should be coordinated with policies  
 562 of the AWWA.  
 563

564 The mission of the Washington Water Utility Council shall be to promote public  
 565 policies, legislation and regulations, which ensure an adequate quantity of high-  
 566 quality potable water at the lowest reasonable cost.  
 567

568 5.32 WATER CONSERVATION COMMITTEE - The purpose of this committee is to  
 569 support, enhance and promote stewardship of water resources through developing,  
 570 maintaining and disseminating water conservation related information and  
 571 providing educational and training opportunities to industry professionals on  
 572 water conservation plans, programs and concepts.  
 573

574 5.33 WATER FOR PEOPLE - The purpose of this committee is to raise, administer  
 575 and expend funds to developing countries throughout the world, to organize and  
 576 implement drinking water and sanitation projects and provide technical expertise  
 577 to improve the health and welfare of local and regional and national populations.  
 578 To strengthen administration and communication of Water for People activities so  
 579 a greater percentage of the subsections and membership will be aware of and  
 580

- 581 involved in its activities.  
582  
583 5.34 WATER QUALITY COMMITTEE - The purpose of this committee is to advance  
584 and disseminate knowledge and information to the development and improvement  
585 of the science of water treatment by stimulating research in a physical, chemical  
586 and bacteriological analysis of water, the knowledge of the causes and effects of  
587 the pollution and/or methods of treatment.  
588  
589 5.35 WATER RESOURCE COMMITTEE - The purpose of this committee is to gather  
590 data in regard to potential and existing water resources and utility management  
591 needs. They will also analyze situations and disseminate information.  
592  
593 5.36 WATER TREATMENT COMMITTEE - The purpose of this committee is to  
594 gather and disseminate information and knowledge regarding the operation and  
595 design of water treatment facilities. The focus of the committee is to be on  
596 treatment operations with the target audience being operators and those involved  
597 in training, regulating and providing technical assistance to operators.  
598  
599 5.37 YOUNG PROFESSIONAL COMMITTEE – The purpose of this committee is to  
600 promote the growth and advancement of young and new professionals in the  
601 water industry.  
602  
603 5.38 AD HOC - These committees shall be appointed by the Chair as needed.  
604  
605 6.0 ADMINISTRATION  
606  
607 6.1 EXECUTIVE DIRECTOR - Shall acknowledge and pay claims that fall within  
608 budgeted items. The Section Chair shall be consulted and approve payment of  
609 claims for items outside of budgeted categories, but within the approved budget  
610 contingency limit.  
611  
612 6.1.1 The Executive Director and the Treasurer shall work together to establish  
613 and implement routine schedules and procedures to facilitate the  
614 Treasurer’s independent review and oversight of all Section financial  
615 funds, accounts, and statements. Such procedures shall be established so  
616 as to not materially delay the Executive Director’s routine processing of  
617 Section financial transactions or slow the process of paying bills in a  
618 timely manner. Any transactions identified by the Treasurer as not in  
619 keeping with the Section’s, Mission, Bylaws, or Rules of Procedures shall  
620 be brought to the attention of the Executive Director for resolution.  
621  
622 6.2 AWWA ANNUAL CONFERENCE EXPENSES - The Section shall pay the  
623 expenses of the following Section Officers that attend the AWWA Annual  
624 Conference and Exhibition: The Director, the Director-Elect (when there is one),  
625 and the Chair in office at the time and the Executive Director when authorized to

- 626 attend.
- 627
- 628 6.3 SECTION CONFERENCE REGISTRATION FEES - Shall be waived at Section
- 629 Conferences for: The immediate Past Chair, Chair, Chair-Elect, Executive
- 630 Director, the AWWA Director, and their spouses.
- 631
- 632 6.4 BOARD MEMBER EXPENSES FOR MEETINGS – The Section shall pay each
- 633 Board member’s hotel accommodation expenses for up to two nights at each of
- 634 the Section’s regularly scheduled Board meetings, including the Fall, Winter, and
- 635 Spring Board meetings. Lodging expenses shall be paid for all current members
- 636 of the Board, including Treasurer. Rooms will be standard single or double
- 637 occupancy and not suites. All additional meeting expenses such as transportation;
- 638 lodging expenses for more than two nights for each Board meeting; incidental
- 639 lodging expenses (for example, phone, internet, room service, etc.); lodging
- 640 expenses for meetings other than the Fall, Winter and Spring Board meetings; and
- 641 lodging expenses for attendance at the Section's annual conference shall be the
- 642 responsibility of the Board member unless otherwise provided for in these rules.
- 643 Lodging expenses for officers elect (including Chair-Elect-Elect and Trustee-
- 644 Elect positions) as well as incoming Treasurer Appointee, if one has been
- 645 appointed, will be paid for two nights at only the Spring Board meeting.
- 646
- 647 6.5 TRAVEL OUTSIDE THE PACIFIC NORTHWEST - The Board of Trustees will
- 648 consider the Section paying for unusual travel outside the Pacific Northwest. It is
- 649 recognized that some members need to attend seminars and national committee
- 650 meetings, which are essential to their role in the Section. Committees that
- 651 anticipate such travel need to inform the Board of estimated expenses at the Fall
- 652 Trustees Meeting.
- 653
- 654 Members who desire to be reimbursed for their travel must complete a Travel
- 655 Authorization and Advance Form at least 30 days in advance of travel. It should
- 656 be emphasized that a committee requesting travel expenses in their budget request
- 657 will not automatically be granted travel expenses.
- 658
- 659 6.6 OFFICIAL MEETINGS AND BUSINESS TRIPS - The Executive Director and
- 660 Assistant Executive Director (when there is one) shall be reimbursed for travel
- 661 and attendance to all meetings necessary in the conduct of Section business.
- 662
- 663 6.7 CRITERIA FOR EXPENSE APPROVAL - shall be as follows:
- 664
- 665 6.7.1 Air travel shall be limited to coach airfare plus necessary local transfers.
- 666
- 667 6.7.2 Car mileage shall be allowed as per current IRS guidelines. Car travel for
- 668 long trips where mileage allowance would exceed airfare will have
- 669 expense reimbursement limited to the amount of coach airfare and only
- 670 those meal and hotel expenses that would have been incurred by air travel.

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- 6.7.3 Official registration fees will be reimbursed as per Section 6.3 of the ROP PNWS-AWWA.
- 6.7.4 Motel or hotel expenses, unless the hotel is closely association with the meeting will be guided per current local area Holiday Inn rates.
- 6.7.5 All claims must be submitted to the Section Executive Director accompanied by receipts for airfare, motel or hotel, registration fees and any individual expenses in excess of \$25.
- 6.8 EXPENSES FOR MEALS/REFRESHMENTS AT COMMITTEE ACTIVITIES - The Section will not pay the cost of meals and/or refreshments provided at committee activities. The exception to this policy would be at seminars or workshops where the cost for meals and/or refreshments is included in a fee for the activity.
- 6.9 MONTHLY SECTION EXPENDITURE REPORT – The Executive Director of the Section shall prepare a report of all Section expenditures each month. The report is to be submitted to the Section Chair with copy for his/her acknowledgment signature. Said copy shall be returned to the Executive Director for retention in the Section files.
- 6.10 SUB-SECTION ALLOTMENTS - The Subsection Advisory Council shall budget annually for a standard allotment \$200 for each Sub-Section said budget shall be divided equally among Sub-Sections who have opted to accept an allotment from the Section and have met the criteria for receiving an allotment. The criteria being:
- (a) Submit financial reports (Balance Sheet and detailed Profit and Loss) as required by the Section,
  - (b) Submit a copy of the subsection signed bank signature cards which includes the signature of the Executive Director,
  - (c) Submit an annual report, which includes a listing of the coming year’s subsection officers.
- 6.11 MAILING LABELS - The Section Executive Director shall not, unless otherwise directed by the Board of Trustees, provide any person or organization with Section Mailing Labels unless they are to be used for Section sponsored training.
- 6.12 ELECTION PROCEDURE - The Section Executive Director shall be responsible for preparing the ballots, mailing them to the Section Membership, receiving the executed ballots and preparing them for counting.

- 715 6.12.1 Counting of the ballots shall be done by an Ad Hoc Committee of at least  
716 three Section members of which one must be a member of the Past Chair  
717 Committee.  
718
- 719 6.12.2 Counting the ballots shall be done during the first full week following the  
720 close of the balloting period.  
721
- 722 6.12.3 The ballot received from the Section Chair shall be held in abeyance until  
723 all votes are counted. Should a tie occur in any of the voting categories,  
724 this vote will be used to break the tie.  
725
- 726 6.12.4 The results of the election shall be held in confidence until all nominees  
727 have been notified of the results by the Section Chair.  
728
- 729 6.13 ACTIONS AT SPECIAL MEETINGS FOR TRUSTEES – Actions at Special  
730 Meetings may be held by electronic means, including email, under the procedures  
731 set forth below and the Appendix C of these ROPs. All actions taken at Special  
732 Meetings shall be acknowledged by the Board of Trustees at the next regular  
733 meeting. As allowed by Oregon, Washington and Idaho statutes, actions by the  
734 Board of Trustees may be taken without at a special meeting, so long as an action  
735 is approved by a majority of the Board of Trustees and evidenced by a consent  
736 resolution. The general provisions and rules for commencing and processing a  
737 Special Meeting is provided in Appendix C of this Rule of Procedures, which by  
738 reference, become a part of these Rules of Procedures.  
739

740 7.0 ALTERNATIVES FOR SECTION ASSOCIATION DIRECTOR -

- 741
- 742 7.1 ALTERNATIVES for the Association Director shall be subject to all duties,  
743 responsibilities and restrictions of the elected Director, and shall be entitled to all  
744 privileges described therein for the Association’s Board of Directors or Section  
745 Board of Trustees.  
746
- 747 7.2 ALTERNATES for the Director shall be:  
748
- 749 7.2.1 The Director-Elect if chosen.  
750 7.2.2 Immediate Past Director.  
751 7.2.3 Chair-Elect if chosen.  
752 7.2.4 Immediate Past Chair of the Section.  
753 7.2.5 Chair of the Section.  
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# **PNWS-AWWA RULES OF PROCEDURE**

## **APPENDIXES**

### **SPECIFIC RULES, REGULATIONS, and PROCESSES**

APPENDIX A - HOSPITALITY ROOM RULES AND REGULATIONS  
APPENDIX B - ANNUAL CONFERENCE EXHIBIT RULES AND REGULATIONS  
APPENDIX C - RULES FOR TAKING "ACTIONS AT SPECIAL MEETING FOR  
TRUSTEES"



**APPENDIX A**  
**HOSPITALITY ROOM RULES AND REGULATIONS**

## APPENDIX A

### HOSPITALITY ROOM RULES AND REGULATIONS

Hospitality room registration for the annual conference shall require:

- (a) The member requesting registration be an AWWA member in good standing;
- (b) At least one delegate registration;
- (c) No prior AWWA Section Hospitality Room rule or guideline violation;
- (d) \$100 contribution to the scholarship fund if the Hospitality Room is pre-registered or \$200 contribution if the Hospitality Room is registered after the pre-registration cut-off date. The Vendor registration fee provides for a full registration for one individual and the right to have a Hospitality Room. The additional cost over a delegate registration fee goes as a contribution to the Sections' Education and Training Endowment Fund (scholarship fund). Sponsors of Hospitality Rooms with more than one attendee must pay delegate registration fees for any additional attendees.
- (e) Signs for identifying the host of the Hospitality Room can be posted on the door of the room or in the hallway adjacent to the room door, providing it does not damage the surface it is mounted upon, and/or easels with 24" x 36" foam core or similar material mounted signage may be in the hall adjacent to the room door. Tasteful signage design is up to the host. Logos are acceptable

All signs shall bear the name of the actual company the room is registered to. No other sponsors of the same Hospitality Room may post a sign unless they have paid the required registration fee for the Hospitality Room.

Signs shall not be posted or displayed outside the room other than during the hours they are open.

No other posting or displaying of signs or any description may be posted in any other locations.

- (f) The Section will post names and room numbers of all Hospitality Rooms with paid registration fees on the reader board located in the vicinity of the registration desk.
- (g) Hospitality Rooms will be allowed to have collateral marketing materials on tables or counters within the room during the hours of operation of the Hospitality Room. This can include brochures, business cards, flyers, catalogs, giveaway items and other discretionary materials. This form of advertising will be passive and non-intrusive to visitors of the Hospitality Room. In other words, materials will not be actively handed out unless requested by an individual, but rather, they are on display as stated above, and can be freely picked up by attendees should they choose to.

## APPENDIX A

- (h) The Hospitality Rooms will be closed during the Conference Fun Night activities for three hours and may reopen remaining open until 1:00 a.m.
- (i) Hotels hosting the PNWS-AWWA convention will, in advance of the convention, be given a list of those who have hosted Hospitality Rooms at the previous year's Conference and who are in good standing with the PNWS-AWWA.

Those not hosting hospitality rooms the previous year will be added to the original hotel list 60 days prior to the convention by the Manufacturers, Suppliers and Consultants Committee Chair provided they are members of AWWA.

Hospitality rooms are assigned by the Manufacturers, Suppliers and Consultants Committee on a "first-come first-served" basis.

- (j) The Manufacturers, Suppliers and Consultants Committee are responsible for coordinating the activities of the hospitality suites. The Committee serves as the spokesman for the manufacturers, suppliers and consultants at the Board of Trustees' meeting and monitors the activities within the hospitality suites.
- (k) Since the hospitality suites are a business activity of the manufacturers, suppliers and consultants, the Section treats all manufacturers, suppliers and consultants equally and no special privileges should be granted to any manufacturer, supplier or consultant without the concurrence of the Committee.

These Rules and Regulations apply to all organizations or individuals wishing to have a Hospitality Room at the PNWS Annual Conference.

**APPENDIX B**  
**ANNUAL CONFERENCE EXHIBIT RULES AND REGULATIONS**



## APPENDIX B

### **ANNUAL CONFERENCE EXHIBIT RULES AND REGULATIONS**

A soft-sell approach toward potential exhibitors should be taken by the Manufacturers, Suppliers and Consultants Committee, (MSC), when seeking exhibitors. Prior to making financial commitments to exhibit, the MSC shall provide potential exhibitors with information such as: exhibit dates, location, sponsor, projected attendance, exhibit hours, registration fees, booth size and rates, floor plan, application deadline, installation/dismantlement dates and times, space contract, etc. The use of a direct mail campaign has proved to be an effective tool for marketing the show.

Exhibit Space is provided with the understanding that PNWS AWWA and the property owner where the exhibition is taking place are not liable for any occurrences due to negligence of the exhibitor. Exhibitors agree to maintain insurance that will fully protect PNWS AWWA from any and all claims of any nature, including claims under the Worker's Compensation Act and for damages for personal injury, including death, which may arise in connection with the operation of the exhibitor's display and which are caused by negligence of the exhibitor. Exhibitors must provide a copy of said insurance to the MSC Committee.

Exhibit space rates shall not be set at a level where they become the primary source of income for the Section's Annual Conference. Consideration should be given to the projected size of the show, anticipated attendance and type of exhibits (i.e., table top, full exhibits, etc.) in setting booth rates.

In the event of cancellation by an exhibitor, the MSC Committee will make the space available to another party requesting exhibit space based on the order in which the requests were received.

Each Exhibit Space will be defined for each conference location. Additional provisions may be made dependent upon the PNWS AWWA exhibit arrangements that may include a table, chair or open space. These amenities will be clearly detailed in the exhibit registration form. One electrical outlet, limited to 120 volt, single phase, and 60 hertz will be provided per space. The exhibitors at their own expense will provide other furnishings. Phone lines will not be available. Exhibitors will provide their own sign for their exhibits.

All exhibit spaces will be in one area of the Conference location as designed by the PNWS AWWA Local Arrangements Committee.

All demonstrations and exhibits must be confined to the exhibit space and shall be limited to displays that can fit on the top of the table, or within the approved space for each exhibit. No exhibitor shall assign, sublet, or share the whole or any part of the exhibit space provided.

PNWS AWWA Board of Trustees or its authorized representative reserves the right to request modification of any questionable exhibit.

Exhibitors will make their own arrangements for delivery and receipt of any shipments related to

APPENDIX B  
their exhibit.

Exhibitors will make their own arrangements for any special audio-visual equipment they request.

Exhibitors must have personnel at the Conference Exhibit Location to complete set-up prior to the beginning of the Conference. The exhibits area will be available for set-up as prescribed in the vendor exhibit registration/agreement.

No exhibits are to be dismantled prior to the close of the exhibit area as defined in the vendor exhibit registration/agreement. Any exhibitor dismantling booths prior to this time or alternative posted time will be banned from exhibiting at the next PNWS AWWA Annual Conference.

All persons must be registered as a delegate for the conference or as an exhibitor and must wear their conference registration or exhibitor nametag.

Exhibit booths shall be attended during periods the exhibits are open except for short durations of time.

Exhibits will only be open as prescribed in the vendor exhibit registration/agreement. Adjustments to this schedule may only be changed by special request from the MSC Committee to the PNWS AWWA Board of Trustees. Each year, the MSC Committee will set the exact hours and dates based on these guidelines and in cooperation with the Local Arrangements Committee. The schedule for the Exhibit Hall shall not conflict with the Business Lunch, Fun Night and Banquet.

The MSC Committee has sole control over the admission of persons to the exhibit area.

Exhibitors will abide by all rules and regulations, as required by the exhibit facility.

Exhibit Space allocation shall be on the basis of "first-come, first-served". Other available spaces will be assigned at the discretion of the MSC Committee.

PNWS AWWA is a non-profit Association. Provision of exhibit space is for product education and training purposes only. Direct sales are strictly prohibited.

A non-refundable fee of \$300 is required to reserve a space in the exhibit hall.

The Exhibit fee shall entitle the exhibitor to one full Conference Registration that includes all meal functions. Exhibitors with more than one attendee must pay a registration fee in an amount that covers the cost of all Conference meals with the exception of the Conference Annual Banquet. The Local Arrangements Committee will determine meal costs.

Non-member Exhibitors must pay the Exhibit Fee plus one year's Individual Membership in AWWA.

## APPENDIX B

Exhibit Rules and Regulations may be revised annually to reflect changes in cost, location, exhibit hours and any other item(s) that may change due to the location and/or size of the Section Conference.

The Manufacturers, Suppliers and Consultants Committee is responsible for coordinating the activities of the exhibits. The Committee serves as the spokesman for the manufacturers, suppliers and consultants at the Board of Trustees' meeting and monitors the activities within the exhibit area.

Since the exhibits are a business activity of the manufacturers, suppliers and consultants, the Section treats all manufacturers, suppliers and consultants equally and no special privileges will be granted to any manufacturer, supplier or consultant without the concurrence of the Committee.

These Rules and Regulations apply to all organizations or individuals wishing to have Exhibits at the PNWS Annual Conference.

APPENDIX B

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**APPENDIX C**  
**RULES FOR TAKING “ACTIONS AT SPECIAL MEETING FOR TRUSTEES”**

## APPENDIX C

### **Rules for taking an “Action At Special Meeting For Trustees”**

1. A Special Meeting requiring an action shall only be used for important, “can’t wait” issues.
2. All items held under a Special Meeting shall be acknowledged at the next regular meeting.
3. All participants must have email capability.
4. Trustees agree to check their email at least every other day, unless they have notified the Section Chair. Notice of Special Meetings where an Action is proposed, requires a minimum 48 hour notice to all Trustees.
5. A subject line identification shall be established and used in all subsequent emails for that topic. All email identifications shall start “PNWS-AWWA Call for Action at Special Meeting: [Subject Matter Description]”.
6. Trustees agree to follow established procedures.
7. Only one subject/motion shall be presented at a time.
8. Discussion must be germane to the subject.
9. A majority of the Trustees are required to respond for discussion.
10. Acceptance of the action shall be required by a majority vote of the Trustees.
11. Electronic signing is required for the process. An electronically sent email, indicating the Trustees recorded email address with the Association Records shall constitute a valid electronic signature.

### **Special Meeting Process/Procedures**

1. Anyone can start a discussion on a topic that they want the Board/Committee to address.
2. The Section Chair shall give notice of a meeting, setting a day and time (including time zone), with minimum 48 hour notification.
3. At set time, the Section Chair shall call the meeting to order, introducing the topic and establishing subject line identification. This ID (as described above) is to be used on all further emails concerning this topic. The Chair shall ask for a motion.

#### APPENDIX C

4. Any Trustee responding with a motion (first responder “wins”) is the maker.
5. Any Trustee may second the motion (first responder “wins”).
6. Chair states the motion giving maker and seconder for the record and sets time frame for discussion, (5-10 days is suggested).
7. Trustees shall acknowledge receipt of motion and participate in discussion, ask questions, and/or give information. Discussion should be germane, concise and to the point.
8. Amendments to the motion can be proposed but require a second to the amended motion. The amended motion is then processed by Chair (discussion and vote on the amendment). If amendment passes, Chair asks for continued discussion on motion as amended, using same timeframe or extending it with general consent.
9. At end of set time, the Chair closes discussion and either the Chair, or their designee, shall call for the vote, setting a deadline for votes no later than 5 days following the close of the discussion.
10. All members vote using a simple yes or no. No further discussion or commentary should be included. Note: the maker, seconder and Chair can all vote.
11. At the end of that voting period, the Chair or their designee shall close the voting and announce the results stating the number for and against and the resulting action. An acceptance by a majority vote of the Trustees will finalize the action.
12. Upon completion of the process the Chair shall adjourn the Special Meeting.
13. At the conclusion of the meeting, the Executive Director records for “minutes” and for actions to be acknowledged at next regular meeting.
14. The Chair or their designee shall notify any committee(s) or individual(s) affected by vote.