



Bylaws and Rules of Procedures (ROP) Committee

Status Report – January 2018

To: PNWS/ AWWA Board of Trustee's
Nancy Sullivan/ AWWA Section Support Services

From: Brad Phelps, Chair – ByLaws and ROP Committee

Proposed PNWS ByLaws and Rules of Procedure (ROP) Amendments

Attached are proposed revisions to the Section's ByLaws and ROPs. The proposed changes have been developed based on review of the documents and considering the current operations and policies of the Section as compared to the currently written operating procedures and policies. Additionally, changes and modifications to the nominations committees of the Section are proposed too.

The last time the ByLaws were updated was mid-2013 and the ROPs were recently updated in May 2017. At the last ByLaws update, a comparison was made to the AWWA Governing Documents for conformance with AWWA ByLaws.

A summary of the changes to each of the two documents is provided on the following pages, with a prospective schedule of the approvals process for the ByLaws and Rules of Procedures.

Summary of Changes – Section ByLaws

- Article 7.2.1 Modifications to existing Article
 - Added Article 7.2.1 - was wholly Article 7.2 previously
 - Separated out the nominating committee for the Section Association Director
 - Adjusted timing of nominations to be the Spring Board Meeting (rather than Fall Meeting)
 - Rearranged paragraphs for editorial purposes
- Article 7.2.2 Added New Article
 - Separated the Nominating Committee for the Association Director to this new Article
 - Changed Nominating Committee for the Association Director
- Article 7.3 Modifications - Election Procedures
 - Moved specific process for Elections to ROPs
- Article 7.4 Modifications - Ballot Counting Procedures
 - Moved specific process to ROPs
- Article 8.1(f) Modification - Treasurer Responsibilities
 - Updated Treasurer Responsibility's to be consistent with the changes of the Audit Committee
- Article 11.2 Modifications to the Audit Committee Responsibilities
 - Updated responsibilities of Audit Committee to be consistent with the adopted 2017 Financial and Internal Procedures Policy.
- Article 11.3 Modifications to the Budget and Finance Committee
 - Moved timing for budget review and adoption into the ROPs

Summary of Changes – Section Rules of Procedure (ROPs)

- Article 3.8 Deleted Article
 - Article deleted due to conflict with adopted operations policy (Financial Process and Internal Controls Policy - 2017)
- Article 4.1.1 Modification of Audit Committee Responsibilities
 - Article changed to conform with adopted operations policy (Financial Process and Internal Controls Policy - 2017)
- Article 4.1.2 Modification of Budget and Finance Committee
 - Added timing for process associated with budget review by the Board of Trustees (associated with ByLaws changes – Article 11.3)
- Article 5.1.1 Article Deletion
 - Article is duplicate to Article 3.8 of the ROPs
- Article 5.10 Modification to Subsection Allotments
 - Updated Article to reflect current operating procedures of the Section
- Article 7.0 New Article related to procedures of Election Announcement and Balloting Procedures
 - Included the details of the election and balloting process to be consistent with current operating procedures. Moved the detail of the process out of the ByLaws to allow for future changes without having to change the ByLaws in the future.
- Appendix A - Previously an unused Appendix, the 2017 adopted Financial Process and Internal Controls document is now compiled with the ROPs

Path Forward

The redline versions of the proposed ByLaws and ROPs are included for your review and comment.

Approvals of the two documents have different schedules. ByLaws require Section Board approval, AWWA approvals (multiple approvals) and Section membership approval. The ROPs only require Section Board approval. The details and proposed schedule of each approval of the document's process is provided below. To assure that the two documents are synchronized, the ByLaws must first be fully approved before the ROPs can be approved.

Table 1
ByLaws and ROP Approval Process

PNWS Section Board ByLaw Approval	
1. PNWS Board Approval of ByLaws	February 9 th , 2018
AWWA Staff ByLaw Approval	
2. Submit ByLaws to AWWA Staff for Review	February 15 th , 2018
AWWA Exec Board ByLaw Approval	
3. Materials Provided to Executive Board AWWA	March 1 st , 2018
4. AWWA Exec Committee Votes on ByLaws	Spring, 2018
Section Membership ByLaw Approval	
5. Notification of the PNWS Membership via the and e-newsletter (30-day notification required before Vote)	February, March, April 2018
6. Section Member Votes on ByLaws	April 26th – Opening Ceremonies PNWS
AWWA Board ByLaw Approval	
7. AWWA Board Materials Due for Packet	April, 2018
8. AWWA Board Approval	June 2018 (ACE Conference)
9. ByLaws Update Completed	June 2018 or February 2019
ROP Approval Process	
10. ROP Update – Board Approval	Fall 2018 / Winter 2019 Board of Trustees Meeting.

At this time, the Bylaws and Rules of Procedures (ROP) Committee is **seeking approval of the ByLaws** by the Board of Trustees to allow the ByLaws to be forwarded to the AWWA Staff for their approval.

Attachments (two):

- 1) Draft PNWS Bylaws Winter 2017.docx
(redline/strikeout with annotated comments)
- 2) Draft PNWS Rules_of_Procedure Winter 2017.doc
(redline/strikeout with annotated comments)