

WHEREAS, the Northeast Section of the Ohio Water Environment Association (NESOWEA) 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; and

WHEREAS, NESOWEA relies upon accurate policies and procedures to help govern the organizations and maintain consistency in responses to questions, inquiries and practices; and

WHEREAS, Policies and Procedures (P&P) shall be considered living documents subject to revision based on experience and the changing environment of NESOWEA, OWEA and WEF and for which NESOWEA wishes they be maintained in an accurate and up to date manner.

THEREFORE, NESOWEA has adopted the following procedure:

PROCEDURE

- I. The NESOWEA Executive Committee (EC) shall conduct a review of the P&Ps every five years to determine the accuracy, current applicability, and relevance of each P&P. This review shall consider applicable standards within the industry as well as the best and current operating practices of the association.
- II. The President shall assign a Task Leader from members of the NESOWEA EC to oversee this task. The Task Leader shall appoint a subcommittee to assist him/her in completing this task. This committee shall bring recommendations to the EC for discussion and voting at subsequent EC meetings.
- III. The NESOWEA EC shall determine the need to add, delete, or modify policies and procedures as is necessary to best reflect current operating practices of the organization.
- IV. Committee Chairs shall become familiar with all P&Ps impacting committee operations and make recommendations on changes to the Task Leader or the EC.
- V. For P&P determined to be new or in need of significant revision, the NESOWEA EC shall conduct research on the subject by consulting Committee Chairs, EC members, other MAs or WEF to provide primary research in order to create as complete and effective P&P as is possible.
- VI. NESOWEA shall adhere to the current practice of keeping P&P to one or, at most, two pages, unless special conditions merit. For less complicated subjects, combined policies and procedures are preferred over separate policy and procedure documents.