

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

WHEREAS, Ad Hoc Committees are established to perform specific tasks, as assigned by the NESOWEA President and the Executive Committee (EC); 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 policy and procedure;

POLICY AND PROCEDURE

- I. Ad Hoc Committees shall serve one of two purposes:
 1. To explore an area of the industry that may warrant the establishment of a standing committee, or
 2. To complete a defined task.
- II. Ad Hoc Committee Chairs shall be appointed by the President.
- III. All members of each Ad Hoc Committee shall be active members of the Association unless otherwise exempted.
- IV. Ad Hoc Committees with defined tasks shall be given specific direction for the end goal and end date of the committee.
- V. Ad Hoc Committees developed for the purpose to explore a potentially new area shall be re-evaluated each year as a standing committee.
- VI. Ad Hoc Committees developed for the purpose to explore a potentially new area shall either cease or become a standing committee after a period of three years.
- VII. Ad Hoc Committees shall prepare an outline of projected activities the committee has planned for presentation to the EC at the first meeting of the year (typically September).

- VIII. Ad Hoc Committees shall prepare and present for approval a committee budget (if needed) for approval by the EC at the first meeting of the year (typically September).
- IX. All members of each Ad Hoc Committee shall be active members of the Association unless otherwise exempted by the EC.
- X. Ad Hoc Committees are expected to complete goals based on a milestone schedule. Normally, goals shall be completed within one year.
- XI. Ad Hoc Committees are not required to report at the Annual Business Meeting unless requested by the President.