

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, 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.

WHEREAS, the OWEA relies on email to communicate important and time sensitive material to our membership and others on workshops, conferences, and other information of interest pertaining to the mission of our organization; and

WHEREAS, E-Blast is a form of communication that must be properly monitored and controlled for the good of the organization and our industry.

THEREFORE, NESOWEA has adopted the following policy and procedure;

POLICY

- I. E-Blasts are to be used to communication information of a time sensitive nature to NESOWEA membership on workshops and conferences, proposed rules, regulations, or statements of interest written by NESOWEA, OWEA, WEF, the Ohio Environmental Protection Agency (OEPA), or other technical organizations.
- II. E-Blasts are not intended to communicate information of a routine nature.
- III. Information proposed for E-Blast shall be subject to a QA/AC procedure to ensure that information is appropriate and adequate for its intended purpose and conforms to our code of ethics, vision and mission statement.
- IV. NESOWEA shall not post information that can be construed as marketing for individuals, companies, or organizations or may prove to be in conflict with any event or program administered by NESOWEA

PROCEDURE

- I. Requests Received from Standing Committees:
 1. Draft E-Blasts from Standing Committees shall be forwarded to the Liaison for consideration.
 2. Upon favorable review, the Liaison shall forward the draft E-Blast to the NESOWEA President for review. If the President is not available, the draft E-Blast shall be sent to the Vice President.

3. The President and his/her representative shall approve, modify, or disapprove of the draft E-Blast.
4. If approved, the President and his/her representative shall edit the draft E-Blast and forward to the NESOWEA's designee (typically the Membership Services Committee Chair) for mailing.

II. Requests Received from Board Members

1. A Draft E-Blast from any Board Members shall be forwarded to the NESOWEA President for review. If the President is not available, the draft E-Blast shall be sent to the Vice President.
2. The President and his/her representative shall approve, modify, or disapprove of the draft E-Blast.
3. If approved, the President and his/her representative shall edit the draft E-Blast and forward to the NESOWEA's designee (typically the Membership Services Committee Chair) for mailing.

III. Requests Received from Other Groups

1. A Draft E-Blast from any outside group shall be forwarded to the NESOWEA President for review. If the President is not available, the draft E-Blast shall be sent to the Vice President.
2. The President and his/her representative shall approve, modify, or disapprove of the draft E-Blast.
3. The President will also seek input from the EC for requests received from Other Groups.
4. If approved, the President and his/her representative shall edit the draft E-Blast and forward to the NESOWEA's designee (typically the Membership Services Committee Chair) for mailing.