



WHEREAS, the Northwest Ohio Water Environment Association (NWOWEA) 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, NWOWEA relies upon accurate policies and procedures to help govern the organization and maintain consistency in responses to questions, inquiries and practices; and

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

THEREFORE, NWOWEA has adopted the following policy;

PROCEDURE

- I. The NWOWEA Executive Committee 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 organization.
- II. The President shall assign a Task Leader from members of the NWOWEA Executive Committee 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 NWOWEA Executive Committee shall do a preliminary review of the P&P during the summer months immediately after the beginning of the conference year and prior to the start of the first official EC meeting. The NWOWEA Executive Committee 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 Executive Committee.
- V. For P&P determined to be new or in need of significant revision, the NWOWEA Executive Committee 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. NWOWEA 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.