



**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**, the NWOWEA shall not rely on Emergency Teleconferences for Executive Committee (EC) meetings as a primary source of communications and voting on action items amongst the members of the EC.

**THEREFORE**, NWOWEA adopts the following policy and procedure:

### **POLICY AND PROCEDURE**

- I. As required, by the Ohio Revised Code (ORC) for 501 (c) 3 organizations, a 48 hour notice is required to call an emergency meeting of the Executive Committee (EC).
- II. At the time of notification, an agenda of the topics requiring action will be provided. Information regarding the details of the request and action required shall be provided.
- III. EC members will be required to notify the President, or designated representative, within 24 hours of their availability to participate.
- IV. An emergency meeting shall only be called if the business requested cannot wait until the next scheduled EC meeting and requires immediate attention.
- V. An emergency meeting via a teleconference may also be called to potentially carry a complex or potentially lengthy discussion on a matter of issue. In this case, the following shall apply:
  1. Request from Committee Chairs shall be submitted to their assigned Liaison for review. The request shall include information regarding the details of the request and action requested.
  2. If determined by the Liaison to require immediate attention, requiring a vote, the request shall be forwarded to the President for distribution prior to the emergency teleconference.
  3. Requests for an emergency teleconference from the EC shall, require the details and action requested and then forwarded to the President for distribution.
  4. EC members will be provided the reason for the vote and the action required. EC members will be given a 48 hour timeframe for responses, not to include weekends or holidays
  5. A vote will occur at the scheduled emergency EC meeting. A unanimous vote is not required, but a majority is required.
  6. All participants must be able to hear all other participants and be able to be heard.
  7. NWOWEA shall maintain via OWEA a teleconference service to allow such meeting to occur.