

**CALIFORNIA WATER ENVIRONMENT ASSOCIATION
SOUTHERN REGIONAL COMMITTEE
STANDING RULES**

1.0 MISSION STATEMENT

- 1.1 The Southern Regional Committee is a Standing Committee of the California Water Environment Association. The purpose is to provide direction, resources, and communication between the Southern Sections/Committees and the CWEA Board of Directors. The Southern Regional Committee coordinates and serves as a resource for region wide activities including training conferences and TCP test preparation classes.

2.0 OBJECTIVES

- 2.1 The SRC shall represent all Southern Regional Sections of the CWEA as designated by the CWEA Constitution and By-Laws to the CWEA Board of Directors. Presently the Southern Regional Sections are:

Colorado River Basin
Desert and Mountain
Golden Empire
Los Angeles Basin
Santa Ana River Basin
San Diego County
Tri-Counties

- 2.2 The SRC shall oversee TCP training courses, and Training Conferences.

3.0 MEMERSHIP

- 3.1 The membership of the Southern Regional Committees shall be comprised of two designated representatives of each Section and the Officers of the Southern Regional Committee. One of the two representatives from each Section should be the Chair of the Section. Each member of the Committee present at the Committee meeting shall have one vote, except that the Chair shall only vote in case of ties.
- 3.2 The officers of the SRC shall be the Chairperson, Vice-Chairperson, Past Chair, Secretary and Technical Certification Program Liaison. The duties of the Officers are given in Section 4.0 below.

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- 3.3 Each term of office shall be two years. Candidates for Secretary and Vice-Chair shall be nominated at-large. The incumbent Vice-Chairperson shall be appointed to the Chair. Upon vacancy of any office, an election to fill the un-expired term shall be held at the next scheduled committee meeting. The Vice-Chairperson will assume the Chair upon vacancy of absence (without election). The Chair will become Past-Chair, shall serve on the CWEA Board for one year, and shall retain voting membership on the Southern Regional Committee during that time.
- 3.4 All officers must be current members of the CWEA and their local section. If an officer of the committee does not actively participate in the committee's functions, the committee has a prerogative to replace that member.

4.0 DUTIES AND FUNCTIONS

4.1 Chairperson

Preside over the Southern Regional Committee
Appoint sub-committees as required.
Serve as an active member of the Kirt Brooks Scholarship Committee.
Serve as the official representative of the SRC and its local sections on the CWEA Board of Directors.
In conjunction with the other officers, prepare an agenda for each meeting to be sent to SRC members at least 15 days prior to all meetings.
Submit minutes and action items to the CWEA Board.
Prepare and distribute reports on important issues before the Board to the SRC members within 30 days of each CWEA Board meeting occurring.

4.2 Vice Chairperson

Act as the official representative of the SRC to the Southern Training conference committees.
Serve as acting Chairperson at the SRC meetings when the Chairperson is unable to attend.
Attend the CWEA Board meetings when the Chairperson is unable to attend.
Prepare and distribute meeting minutes in the absence of the Secretary.

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4.3 Secretary

Prepare and distribute the minutes of all meetings within thirty days of each meeting.

Keep historical records of the SRC.

Assist local section treasurers as necessary in reporting their financial status to the CWEA Executive Director.

Assist the CWEA Executive Director in matters as directed by the Chairperson.

4.4 Technical Certification program Liaison

Serve as official representative of the SRC to the Technical Certification Program committee.

Provide liaison between local sections and the TCP committee.

4.5 Past Chair

Provide assistance to the Chair as necessary

Serve as Chair in the absence of the Chair and the Vice Chair

Serve as an active member of the Kirt Brooks Scholarship Committee

5.0 OPERATIONAL PROCEDURES

5.1 MEETINGS

The SRC shall meet a minimum of four times a year at a time and place announced by the Chairperson to all committee members. One meeting should be at the Southern Regional Conference and one at the CWEA Annual Conference. The other two meetings will be called by the Chairperson and shall be scheduled to occur no more than 45 days prior to CWEA September and January Board meetings. Notification of Committee meetings shall go to the Executive Director, Board Members, Board Liaison, and Committee members in writing of time, place and agenda at least fifteen days prior to a meeting. Meetings shall be open to all interested persons. Neither the Committee nor its members shall represent or purport to represent any official position or policy statement of the Association without prior approval of the CWEA Board.

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5.2 FINANCES

The expenses of the SRC shall be met from funds from CWEA annual budget. Budget proposal for succeeding year to be submitted by the Chair of the SRC to CWEA Treasurer prior to May 15 of each year.

5.3 VOTING

All matters for decision by the SRC at SRC meetings shall be decided by a majority vote of those SRC members present unless less than four (4) Southern regional sections are represented. In such cases, no decision shall be made and, unless time is of the essence, the matter shall be carried over to the next SRC meeting. In matters where time is of the essence, the chairperson may conduct a telephone vote of the SRC membership and report the results at the next SRC meeting. All matters for decision by the SRC in a telephone vote shall be decided by a majority vote of the entire membership. Only the members of the SRC designated by the local sections shall have a vote. Each member of the SRC either present at the SRC meeting, or in a telephone vote shall have one vote, except that the Chairperson shall only vote in case of ties.

6.0 AMENDMENT

6.1 Amendments to these standing rules may be proposed by a majority of the committee.

6.2 Any proposed amendments shall be distributed to the members at least four weeks prior to the meeting at which they are to be voted on.

6.3 Amendments shall be adopted by majority vote of the members present and then shall be presented to the Board of Directors for review and official adoption.

ACCEPTANCE BY COMMITTEE: _____ DATE: _____
Chair

APPROVED BY CWEA: _____ DATE: _____
President

ATTESTED TO: _____ DATE: _____
Executive Director