

# **Pretreatment, Pollution Prevention, and Stormwater Committee of the California Water Environment Association (CWEA)**

April 22, 2003

## **STANDING RULES**

### **1.0 MISSION STATEMENT**

- 1.1 The Pretreatment, Pollution Prevention, and Stormwater Committee is a Standing Committee of the California Water Environment Association (CWEA), hereinafter referred to as the Association, Board of Governors, hereinafter referred to as the Board. The Committee was created to promote professional and technical excellence in the field of water pollution source control, including pretreatment, pollution prevention, and stormwater, through education and training.

### **2.0 OBJECTIVES**

The purpose of the CWEA Pretreatment, Pollution Prevention, and Stormwater Committee (hereafter called the Committee) shall include, but not be limited to the following:

- 2.1 Provide information to regulatory agencies, industry, and others relative to water pollution source control through annual conferences, workshops, and/or other educational opportunities.
- 2.2 Provide a forum for interaction between all levels of interest related to the water pollution source control effort.
- 2.3 Recognize significant achievements in the field of water pollution source control.
- 2.4 Serve as an information clearinghouse regarding specific regulations, regulatory trends, and technological developments in the area of water pollution source control, including pollution prevention and stormwater.
- 2.5 Provide advice to the CWEA Technical Certification Committee regarding the scope and content of examinations.

Furthermore, it shall be the goal of the Committee to develop fully all of the personnel, institutional, and financial resources available to it and apply these resources, in total, to the furtherance of education, technical advance, and professional standing specifically related to the water pollution source control effort.

### **3.0 MEMBERSHIP**

#### **3.1 Organization**

The Committee shall be constituted of two regional bodies, designated "Northern Section" and "Southern Section". In general, members will choose affiliation with one section or other based upon personal preference or convenience. It shall be the intent and policy of the Committee that in every way possible, notwithstanding the establishment of the two geographically separated sections, the Committee shall function as a single unit and it shall be the charge of the officers that full attention be directed toward the maintenance of this unified, cohesive committee structure.

#### **3.2 Administration**

3.21 The administrative responsibilities of the Committee are assigned to the Chair, Vice-Chair, Secretary, Treasurer, and Past Chair. This body shall constitute the Executive Committee.

3.22 The Chair will be nominated from the ranks of Committee members, elected by the Committee and recommended to the CWEA President for appointment. The Chair must be an Active Member of the CWEA. The Chair's term will coincide with the term of the appointing CWEA President. The Vice-chair and Secretary will be nominated and elected in similar fashion.

3.23 Normally, in order to promote continuity and stability, a succession in administrative responsibilities will occur. That is, the Secretary will succeed to the Vice-Chair, and the Vice-Chair will succeed to the Chair. Active Committee members accepting the nomination for Secretary must understand and accept that their election normally requires a four-year commitment. In addition, in order to promote a proper statewide mix of representation and sharing of responsibility, the Secretary shall normally be selected alternately from the north and south and coincident with the region represented by the Chair.

3.24 In the event that a vacancy occurs on the Executive Committee, it should be filled from the appropriate region of the state that will result in maintenance of the proper order. A replacement will be elected by the Committee and recommended to the CWEA President for appointment.

3.25 The Treasurer will be elected from the ranks of Committee members and will serve an indefinite term. The Treasurer may be

removed by action of the CWEA Board of Directors, by vote of Executive Committee members, or through resignation.

- 3.26 The Executive Committee shall meet at least two times per year at a time and place designated by the Chair to coordinate the overall activities of the committee, in particular the Northern and Southern Sections. The meetings may take place via conference call.

## **4.0 DUTIES AND FUNCTIONS**

### 4.1 Chair

- 4.11 Directs the overall activities of the Committee;

### 4.12 Meetings

- a) Prepares and distributes a schedule of Committee meetings within 30 days of taking office;

- b) Personally conducts northern and southern regional meetings of the Committee;

- c) Prepares agenda items for meetings of the Committee;

- 4.13 Organizes and oversees conduct of the Annual Pretreatment, Pollution Prevention, and Stormwater Conference Subcommittee;

### 4.14 Interfaces with CWEA

- a) Prepares an annual budget and workplan for the Committee, to be submitted to the CWEA Board for approval by the deadline established by CWEA;

- b) Provides a regular column for the CWEA E-Bulletin that highlights important Committee events and/or affairs;

- c) Provides necessary reports to the CWEA President, Board of Directors, and CWEA Executive Director, including a report to the Board of Directors prior to each of their meetings;

- d) Has the right to attend meetings of the CWEA Board with full privilege of discussion on matters involving the work of the Pretreatment, Pollution Prevention, and Stormwater Committee; and

- e) Attends CWEA Northern Regional Committee meetings (if from the Northern Section) or CWEA Southern Regional Committee meetings (if from the Southern Section), or designates a substitute to attend.

## 4.2 Vice-Chair

- 4.21 Assists the Chair in the performance of any or all duties;
- 4.22 Acts as Chair in the absence of the latter;
- 4.23 Serves as Pretreatment, Pollution Prevention, and Stormwater Session Chair for the CWEA Annual Conference;
- 4.24 Keeps and distributes minutes of Committee meetings in the absence of the Secretary or as otherwise necessary;
- 4.25 Prepares, mails, and e-mails notices of Committee meetings to Northern Section members if from the Northern Section or Southern Section members if from the Southern Section; and
- 4.26 Attends CWEA Northern Regional Committee meetings (if from the Northern Section) or CWEA Southern Regional Committee meetings (if from the Southern Section), or designates a substitute to attend.

## 4.3 Secretary

- 4.31 Prepares and distributes Committee meeting minutes;
- 4.32 Prepares, mails, and e-mails notices of Committee meetings to Northern Section members if from the Northern Section or Southern Section members if from the Southern Section;
- 4.33 Prepares documents and correspondence as required;
- 4.34 Periodically provides to the Chair, a summary of Committee activities to be used in preparing the column for the CWEA E-Bulletin.

## 4.4 Past Chair

- 4.41 Provide advice and assistance to other officers as necessary;
- 4.42 Oversee the activities of the subcommittees, including ensuring that Subcommittee Chair positions are filled and that subcommittee duties are performed.

## 4.5 Treasurer

- 4.51 Maintains Committee bank accounts (checking and/or savings);

- 4.52 Makes disbursements of funds as directed by the Committee through the Chair;
- 4.53 Maintains fiscal accounting records, detailing all receipts and disbursements; and
- 4.54 Prepares financial reports for the Committee and CWEA Board of Directors.

#### 4.6 Other Positions

- 4.61 Membership Coordinator – Maintains roster and mailing list of Committee members.
- 4.62 Webmaster – Maintains Pretreatment, Pollution Prevention, and Stormwater Committee web site.
- 4.63 Additional positions may be established as needed by vote of Committee members.

### 5.0 **OPERATING PROCEDURES**

#### 5.1 General Meetings

##### 5.11 Location

Northern and Southern Section meetings of the Committee will be held in the respective geographical areas of the state. As a matter of practicality, and in general, Northern Section meetings will be held at an available location in the San Francisco Bay Area and Southern Section meetings at an available location in the Los Angeles Metropolitan Area. Meetings will be held occasionally in other locations to serve members in those locations. The exact location of each meeting will be established by the officers and specified in the advance meeting announcement.

##### 5.12 Date and Time

Approximately six meetings will be held per year. The Chair will announce the meeting schedule within 30 days of taking office. At minimum, meetings will be held at the Pretreatment, Pollution Prevention, and Stormwater Annual Conference and the CWEA Annual Conference.

##### 5.13 Agenda and Format

The agenda for each meeting will be set by the Chair after consultation with officers and/or active members of the Committee. Each meeting will include, but not be limited to; old business, new business, and subcommittee reports. Other items may be included or excluded from the agenda as appropriate and necessary except that the meeting at the Pretreatment, Pollution Prevention, and Stormwater Annual Conference shall put forth the nomination of officers and the meeting at the CWEA Annual Conference shall include closing the nominations and the election of officers.

It shall be the charge of the Chair to insure that the business portion of the meeting proceeds efficiently and with proper order. In consideration of the productive utilization of time and attention to all agenda items, extraneous discussions will be reserved or limited as necessary.

#### 5.15 Announcement

Announcements of regular or special Committee meetings will be prepared by the Secretary and mailed to all participating members of record at least three weeks prior to the meeting date. Announcements of Northern Section meetings need not be mailed to Southern Section members and visa versa. Announcements will also be forwarded to the CWEA President and/or other designated members of the Board of Directors and the CWEA Executive Director.

Announcements will include:

- a) Date and time of meeting;
- b) Location of meeting, including contact person;
- c) Meeting agenda;
- d) Minutes of previous meeting; and
- e) Any other written material connected with Committee activities.

Meeting minutes and additional Committee material may be distributed electronically instead of by hard copy.

To facilitate the timely distribution of meeting announcements to committee members, all material and information to be included in the announcements shall be forwarded to the secretary at least four weeks prior to the scheduled meeting date.

#### 5.2 Financial Procedures

## 5.21 General

The Committee will maintain a treasury derived from the several sources available to it. In general, funds shall be used to provide for

- a) Sponsorship of educational programs related to pretreatment, pollution prevention, and stormwater;
- b) Operating funds for the Pretreatment, Pollution Prevention, and Stormwater Annual Conference;
- c) Necessary operating expenses of the Committee;
- d) Necessary expenses incurred by the subcommittees; and
- e) Adequate monetary reserves to ensure financial responsibility of all Committee events and undertakings.

## 5.22 Procedures

The CWEA Board has authorized the Committee to maintain its own bank accounts. A checking and/or savings account will be maintained by the Committee and will include all funds under the control of the Committee. All account records will be the responsibility of the Treasurer. Withdrawal or check signatory authority will be assigned to the following Committee officers: Chair, Vice-chair, Secretary and Treasurer. In addition, the CWEA Executive Director shall be granted check signatory authority. Instructions to the financial institution maintaining the accounts will provide that signatures of two authorized officers are required on all checks or withdrawals. The Treasurer will forward copies of each statement and other financial institution generated correspondence to the CWEA office as they are received.

## 5.23 Disbursements

Disbursement of funds will be accomplished in accordance with the Committee budget as approved by the CWEA Board of Directors, and in accordance with CWEA policy.

## 5.24 Accounting and Reporting

1. All accounts and financial records shall be maintained utilizing standard accounting principles, procedures, and methods;
2. The Treasurer shall provide expense reports to the CWEA Board via the CWEA Executive Director at the frequency specified by CWEA; and

3. The Treasurer shall provide annual financial reports to CWEA in manner and form specified in CWEA policies; and
4. The Treasurer shall provide a financial report to the Committee at least annually.

#### 5.25 Budget and Workplan

A budget and workplan shall be prepared by the incoming cChair with the assistance of the outgoing Chair for discussion at the Committee meeting in association with the Pretreatment, Pollution Prevention, and Stormwater Annual Conference. The Committee-approved budget will be submitted by the incoming chair to the CWEA President and Board of Directors for approval as specified in CWEA policies.

#### 5.26 Audits

An audit of Committee financial records and reports may be conducted by representatives of the CWEA Board of Directors. The purpose of any audit shall be to insure that proper fiscal management principles are being applied, prevent or expose improper or unauthorized disbursements and expropriation of funds, and generally to demonstrate and promote financial accountability and responsibility.

### 5.3 Voting

Decisions will be made on all activities, affairs, or expenditures by voice vote of the Committee members that are active CWEA members. All Committee members, including the Chair, Vice-Chair, Secretary, Treasurer and Past Chair will have one vote. No quorum of Committee members will be required for voting and a simple majority of members present and voting will carry any issue. However, any motion made and seconded at either regional Committee meeting will be voted upon by both regional bodies of the Committee. In the event that a decision on an issue becomes imperative, but cannot be accommodated within the time frame of the regular meeting schedule, a decision can be made by concurrence of the Executive Committee.

### 5.4 Subcommittees

The purpose and goals of the Committee will, in practice, be realized as a result of the activities of its subcommittees. Therefore, the scope and range of Committee activities will be a direct function of the interests and numbers of Committee members participating in the subcommittees.



As a matter of policy, the subcommittees detailed hereafter shall be considered as being of regular standing and of high priority. Due to lack of interest, or other reasons, they may remain inactive. Other subcommittees may be instituted or abolished from time to time by resolution of Committee members and approval of the Committee Chair.

#### 5.41 Facility of the Year Award Subcommittee.

This subcommittee shall be charged with conducting all affairs of the Facility of the Year Award process. This responsibility includes:

- a) Formulation of administrative procedures and guidelines relative to the Facility of the Year Award process for recommendation to the Committee and approval of the CWEA Board of Directors;
- b) Solicitation of Facility of the Year Award nominations;
- c) Evaluation of technical data submitted for each nominee;
- d) On-site inspection of pretreatment facilities, pollution prevention practices, and stormwater control practices for all finalists and/or nominees;
- e) Selection of Facility of the Year Awardee(s);
- f) Maintenance of all records and perpetual trophies; and
- g) Any other duties related to the Facility of the Year Award process.

Administrative duties involved in the awards process including mailings, purchasing the awards, and presenting the awards at the luncheon will be the responsibility of the region hosting the Pretreatment, Pollution Prevention, and Stormwater Conference each year.

#### 5.42 Person-of-the-Year Award Subcommittee

The P<sup>3</sup>S Person-of-the-Year Award is established to recognize outstanding achievement and contribution to the profession.

- a) This subcommittee shall consist of the five most recent recipients of the award who are available and willing to serve. Absent the required number, the Committee chair shall appoint as required;
- b) No member of this subcommittee shall be eligible for nomination for the award;

- c) The subcommittee shall be responsible for developing and/or modifying award criteria subject to approval of the Committee and the CWEA Board of Directors; and
- d) The subcommittee shall solicit nominations from the local sections and other standing committees of the CWEA utilizing announcements in the E-Bulletin and/or direct mailing. The nomination solicitation effort may be coordinated with the Industrial Plant-of-the-Year subcommittee.

#### 5.43 Silver Cover Award Subcommittee

The Silver Cover Award is presented to individuals for outstanding service to the Pretreatment, Pollution Prevention, and Stormwater Committee in accordance with the criteria established therefore. The subcommittee responsible for selecting recipients for this award shall be comprised of five individuals who have already received the award. The Subcommittee Chair will carry over from the previous year subject to confirmation by a majority decision of the Committee officers. The other subcommittee members will be:

- a) Two past Pretreatment, Pollution Prevention, and Stormwater Committee Chairs selected by the Subcommittee Chair; and
- b) The most recent Silver Cover recipients from the Northern Section and from the Southern Section. If these individuals are unable to serve or there are more than one each from the Northern Section or Southern Section then the Subcommittee Chair will determine which individuals will serve.

#### 5.44 Special Awards Subcommittee

Special awards may be presented from time to time to recognize outstanding service and/or support to the Pretreatment, Pollution Prevention, and Stormwater Committee. Although the Special Awards program is established particularly to recognize private firms and governmental agencies, it may, under extraordinary circumstances, recognize the contributions of individuals. The Special Awards Subcommittee shall be appointed by the Committee Chair from the ranks of the Committee, with special consideration to members employed by firms or agencies which previously received a Special Award.

#### 5.45 Annual Conference Subcommittee

The general charge of this subcommittee is the overall conduct of the Pretreatment, Pollution Prevention, and Stormwater Annual Conference. The Pretreatment, Pollution Prevention, and Stormwater Committee Chair will

serve as overseer of this subcommittee and may appoint a general Conference Chair who, in turn, will assemble the body of the subcommittee.

In general, the Pretreatment, Pollution Prevention, and Stormwater Annual Conference will be held within the time period of January 15 to February 28, and in the geographical area of the state opposite that of the CWEA Annual Conference for any given year.

#### 5.46 Governmental Affairs Education Subcommittee

The charge of this subcommittee shall be to:

- a) Serve as an information clearinghouse for the Pretreatment, Pollution Prevention, and Stormwater Committee by providing updates on legislation and regulations currently being tracked by other related agencies;
- b) Monitor the implementation or interpretation of legislation and/or regulations affecting, directly or indirectly, any part of the water pollution source control effort;
- c) Prepare reports for presentation to the Pretreatment, Pollution Prevention, and Stormwater Committee;
- d) Chair a session on governmental activity affecting pretreatment, pollution prevention, and/or stormwater for the Pretreatment, Pollution Prevention, and Stormwater Annual Conference;
- e) Prepare responses, opinions, or advisory statements for transmittal to the appropriate legislative body or agency, taking care not to jeopardize CWEA's 501(c)(3) non-profit status, subject to prior approval of the CWEA Board. The Subcommittee Chair shall be an ex-officio member of the CWEA Government Affairs Committee.

#### 5.47 Hazardous Wastes Subcommittee

In recognition of the fact that some aspects of hazardous waste generation, storage or treatment may affect the implementation of water pollution control efforts, it shall be the charge of this subcommittee to:

- a) Provide general or technical advice and information to Committee members on the issue of hazardous waste control as it specifically relates to water pollution source control; and
- b) Distribute information or educational materials provided by other agencies regarding hazardous waste regulations or programs, such as SB14 or hazardous waste permitting, that may affect water pollution source control efforts.

#### 5.48 Local Sections Subcommittee

At the option of each CWEA local section, there may be instituted a local source control group or organization affiliating itself with the CWEA Pretreatment, Pollution Prevention, and Stormwater Committee. If affiliation is elected, representatives of each local section source control group will automatically be included as members of this local section subcommittee. The local section subcommittee members may report on their activities to the Committee in person or in writing. Local sections participating in this subcommittee may request financial or technical assistance from the Committee pursuant to the activities of their source control groups. This subcommittee shall, at minimum:

- a) Maintain a list of local section source control groups and their leaders;
- b) Contact all local section control group leaders at least annually;
- c) Ensure the training needs of source control professionals in outlying areas of the state are met; and
- d) Prepare an annual report to the Source Control Committee regarding local section source control activities. This report shall be presented to the Pretreatment, Pollution Prevention, and Stormwater Committee at the Committee meeting associated with the CWEA Annual Conference.

#### 5.49 Membership Subcommittee

The charge of this subcommittee shall be to recruit persons involved in the pretreatment, pollution prevention, and stormwater fields,, who are willing to serve as members of the Committee. This effort may involve activities including but not limited to:

- a) Writing and distributing information to employers thanking them for allowing staff participation in the Committee, and stressing the benefits of sending staff to events and conferences;
- b) Providing outreach to solicit interest in participating in Committee activities;
- c) Any other efforts aimed at increasing the membership of the Committee and the degree of involvement of Committee members;
- e) Preparing an annual report on membership efforts, to be presented to the Pretreatment, Pollution Prevention, and Stormwater Committee at its meeting associated with the CWEA Annual Conference.

#### 5.50 Pollution Prevention Subcommittee

The general charge of the Pollution Prevention Subcommittee is to promote the use of pollution prevention as a strategy for controlling water pollution. Towards this end, the subcommittee may function in the following manner:

- a) Sponsor or co-sponsor a pollution prevention conference or symposium each fall;
- b) Chair a session on pollution prevention and/or public education at the Pretreatment, Pollution Prevention, and Stormwater Annual Conference; and
- c) Keep track of other pollution prevention groups and activities throughout the region and state.

#### 5.51 Stormwater Subcommittee

This subcommittee shall serve as the branch of the Pretreatment, Pollution Prevention, and Stormwater Committee dedicated to stormwater pollution control. Toward this end the subcommittee shall:

- a) Chair a session on stormwater pollution control at the Pretreatment, Pollution Prevention, and Stormwater Annual Conference;
- b) Promote Pretreatment, Pollution Prevention, and Stormwater Committee Training opportunities to stormwater professionals; and
- c) Keep track of other stormwater groups and activities throughout the region and state.

#### 5.52 TCP Support Subcommittee

The charge of this subcommittee shall be to provide input that will be used by the TCP Committee to construct and evaluate Environmental Compliance Inspector and Industrial Waste Treatment Plant Operator examinations, and to generally support these certifications. In minimum the current ECI and IWTPVO Vocationalists shall serve on this subcommittee. The subcommittee may conduct any of the following activities in support of this goal:

- a) Communicate with the TCP Committee regarding the Environmental Compliance Inspector and Industrial Waste Treatment Plant Operator Certifications. The TCP Support Subcommittee chair shall attend TCP Committee meetings or send an alternate;
- b) Offer sample questions or topics that need to be covered on exams;
- c) Provide any other requested service or information to TCP Committee regarding the Environmental Compliance Inspector and Industrial Waste Treatment Plant Operator certifications;
- d) Nominate Vocationalists;
- e) Maintain a roster of all Grade 4 ECI and Grade 3 IWTPVO certificate holders, update twice per year; and

- f) Provide an annual report on TCP Committee activities, to be presented to the Pretreatment, Pollution Prevention, and Stormwater Committee at its meeting in conjunction with the CWEA Annual Conference.

**6.0 AMENDMENTS**

7.1 Amendments to these Standing Rules may be proposed by a Committee vote. All proposed amendments shall be referred to the CWEA Membership and External Relations Committee for certification as to being in conformance with the Constitution and Bylaws of the Association. Amendments to the Standing Rules shall be considered adopted with the approval of the Board.

ACCEPTANCE BY COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_  
CHAIR

APPROVED BY CWEA: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRESIDENT

ATTESTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
ASSOCIATION Executive Director