Plant Operator and Maintenance Training Committee
Of The California Water Environment Association

Standing Rules
1.0 MISSION STATEMENT

1.1 The Plant Operator and Maintenance Training Committee is a standing Committee of the California Water Environment Association, hereinafter referred to as the Association, Board of Governors, the Board of Governors hereinafter referred to as the Board. The committee was created to develop and implement educational programs to enhance the skills and knowledge of wastewater treatment operations and maintenance personnel.

2.0 OBJECTIVES

2.1 The Committee is responsible to coordinate operator and maintenance training related programs with the Committee of the Annual Conference and Regional Conferences.

2.2 To assist with the planning and organizing of such seminars or meeting, that helps promote the mission of the Committee.

2.3 Responsible for reviewing the local sections nominations of “Operator of the Year”, “Maintenance Person of the Year”, “Electrical Person of the Year” and “Instrumentation Person of the Year”, to select award recipient for each category.

2.4 Responsible for reviewing all entries submitted to the Committee of the Film Festival and selecting high quality training films for recognition at the annual CWEA Conference as a special project.

3.0 MEMBERSHIPS

3.1 The membership of the Committee shall be a Chair, Vice Chair and other members if the Chair so decides. Membership in the Committee shall consist of Active, Corporate, or Association members. Committee members should be comprised of, but not limited to, individuals who are involved with either Operation or Maintenance of a wastewater facility.

3.2 The Chair and Vice Chair shall be elected by vote at the Annual Association Conference. The Vice Chair shall be a voluntary position that will rotate between the Northern and Southern Regional Sections. The Vice Chair shall advance to Chair the following year.

3.3 The Board President shall appoint the Chair and Vice Chair (if required) of the Committee to a (1) one year term within (30) thirty days after the Annual Business Meeting.
3.4 The Committee shall submit to the Board President-Elect by the first of March the name of a nominee to serve as Chair of the Committee. It is the intent that the Chair is from the Northern or Southern region that hosts the Annual Association Conference.

3.5 No Chair shall serve more then (2) two years.

3.6 The Chair shall have the right to attend meetings of the Board with full privilege of discussion on matters involving the work of the Committee.

4.0 DUTIES AND FUNCTIONS

4.1 Chair

4.1a The general supervision of the affairs of the Committee.
4.1b Preside over Committee meetings.
4.1c Appoint Sub-Committees as needed.
4.1d Submit a quarterly report, at least (2) two weeks before the scheduled Board Meeting, to the Association President for presentation to the Board. The Committee report shall contain activities, recommendations or other information of importance relating to the Committee.
4.1e Is responsible for arranging training for both the Northern and Southern Regional sections. This training should be beneficial to all Committee members, but is not restricted to Committee members only.
4.1f Attend the Annual Conference Program meetings.
4.1g Responsible for arranging speakers for the Operation and Maintenance Sessions at the Annual Association Conference.
4.1h Responsible for arranging moderators to moderate the Operation and Maintenance Sessions at the Annual Association Conference.

4.2 Vice Chair

4.2a Serve as acting Chair at Committee meetings and Board meetings when the Chair is unable to attend.
4.2b Attend Sub-Committee meetings as directed by Chair.
4.2c Attend either the Northern or Southern Regional Committee Meetings depending on the Vice Chair’s geographical location.
4.2d Assist with coordinating the “Operator of the Year”, “Maintenance Person of the Year”, “Electrical Person of the Year” and “Instrumentation Person of the Year” awards.
4.2e Prepare and distribute the minutes of all minutes in a timely manner.
4.2f Keep current records of the Committee.
4.3 **Past Chair**

4.3a Can vote, but in the event of a tie, the Past Chair’s vote will not be counted.
4.3b Will be the Historian of the Operator and Maintenance Training Committee.
4.3c Will be mentor to the Chair.

4.4 **Other Committee Members**

4.4a Assist in the Objectives of the Committee.
4.4b Perform other duties as assigned by the Chair.

5.0 **OPERATING PROCEDURES**

5.1 The Committee shall comply with all procedural requirements established from time to time by the Board.

5.2 The Committee shall hold such meetings as it deems necessary to carry out its function. All interested parties, the Executive Director, Board Liaison and active Committee members shall be notified in writing of the time, place and agenda at least two (2) weeks prior to a Committee meeting.

5.3 Neither the Committee nor its members shall represent or purport to represent any official position of policy statement of the Association without prior approval of the Board.

5.4 All matters of decision by the Committee shall be decided by majority vote of members present.

5.5 The Committee shall interface with the Association Treasurer and submit a Committee budget following the policies and procedures of the Association. All financial transactions shall be conducted through the Association’s Treasury, with authorization by the Association Executive Director. The Committee may not retain an independent bank account unless authorized by the Board.

5.6 The Committee shall pursue activities such as meetings, seminars, conferences, publications and newsletters that would promote activities and training related to mission of the Committee.

5.7 The Committee shall coordinate with the Annual and Northern Regional Conference Programs Committee to facilitate training programs for Operation and Maintenance personnel.

6.0 **BOARD LIAISON**

6.1 The association President shall appoint a Board liaison to the Committee within thirty days following the annual conference.

6.2 The Board Liaison shall attend when possible all committee meetings and serve as a representative of the Board.
6.3 The Chair and Vice Chair of the Committee shall be notified by the Board Liaison of any upcoming Northern and Southern Regional Meetings.

7.0 AMENDMENTS

7.1 Amendments to these Standing Rules may be proposed by a majority of the Committee. All proposed amendments shall be referred to the Association Membership and External Relations Committee for certification as to being in harmony with the Constitution and By-Laws of the Association. Amendments to the Standing Rules shall be considered adopted with the approval of the Board.

ACCEPTANCE BY COMMITTEE:__________________________________________ Chair
DATE:_______________________

APPROVAL BY CWEA:__________________________________________________
President
DATE:_______________________

ATTESTED:____________________________________________________________
Association Executive Director
DATE:_______________________