1.0 MISSION STATEMENT

1.1 The Biosolids Committee is a Standing Committee of the California Water Environment Association, hereinafter referred to as the Association. The Committee was created to develop and implement biosolids related educational programs for regulators, the public, the agricultural community, wastewater professionals, biosolids haulers and biosolids land appliers.

2.0 OBJECTIVES

2.1 The Committee is responsible to coordinate biosolids related programs with the Program Committees for the annual and regional conferences.

2.2 Plan and organize the Biosolids Conference to promote the mission of the Committee.


2.4 Plan and organize a Biosolids Land Applicator Training and Certificate of Completion Program. The Committee will promote and support certification for the biosolids land application vocation.

2.5 Coordinate with the Water Environment Federation Residuals and Biosolids Committee. Promote the Water Environment Federation, Residuals and Biosolids Committee Goals.

2.6 Promote the public acceptability of biosolids.

2.7 Recommend to the Association Board positions regarding biosolids issues.

2.8 Develop and maintain a self-sufficient repository for biosolids literature and implement electronic access to this information.

3.0 MEMBERSHIP

3.1 The membership of the Committee shall be a Chair, Vice-Chair, Secretary, Biosolids Land Application Training Sub-Committee Chair, Biosolids Conference Sub-Committee Chair, Biosolids Program Sub-Committee Chair and other members the Chair so decides. Membership on the committee should comprise of individuals who are interested in the biosolids field, attend scheduled meetings and who are members of the Association.
3.2 The Association President shall appoint the Chair and Vice-Chair of the Committee to a one year term within thirty (30) days after the annual business meeting. The Association President may appoint a replacement to the Committee Chair or Vice-Chair in case when they cannot fulfill his/her full term. The Committee shall submit to the Association President-Elect by the first of March the name of a nominee to serve as chair of the Biosolids Committee.

3.3 Other affected and interested Association committees should designate one of their members to serve as a member of the committee. These members will serve as liaisons from the Engineering and Research, Government Affairs, Public Education, and Technical Certification Committees.

3.4 No Chair shall serve more than three (3) years.

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

4.0 DUTIES AND FUNCTIONS

4.1 Chair

4.11 General supervision of the affairs of the Committee.

4.12 Preside over Committee meetings.

4.13 Appoint sub-committees as required.

4.14 Submit a quarterly report to the Association Executive Director for presentation to the Board. The Committee report will contain activities, recommendations or other information of importance relating to the activities of the Committee or Association.

4.2 Vice-Chair

4.21 Serve as acting Chair at committee meetings and Association meetings when the Chair is unable to attend.

4.22 Attend sub-committee meetings as directed.

4.3 Secretary

4.31 Prepare and distribute notices of meetings.

4.32 Prepare and distribute the minutes of all meetings in a timely manner.

4.33 Keep historical and current records of committee.
4.4 Biosolids Land Application Training Sub-Committee Chair

4.41 Responsible for the Biosolids Land Application Training Course.

4.5 Biosolids Conference Sub-Committee Chair

4.51 Responsible for the Biosolids Conference.

4.6 Biosolids Program Sub-Committee Chair

4.61 Responsible for the CWEA Conference biosolids programs.

4.62 Responsible for the Northern and Southern Regional CWEA Conference biosolids programs.

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 Association Executive Director, Board Liaison and active Committee members shall be notified in writing of the time, place and agenda at least two 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 Committee 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 will be conducted through the Association 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 the mission of the Committee.

5.7 The Committee shall coordinate with the Annual, Northern, and Southern Regional Conference program committees to facilitate training programs for biosolids training sessions.

5.8 The Committee shall be responsible for the annual review and periodic update of the Association’s Manual of Practice for Agricultural Land Application of Biosolids.
5.9 Sub-Committees - The Committee shall have three standing Sub-Committees: the Biosolids Land Application Training Course Sub-Committee, the Biosolids Conference Sub-Committee.

5.91 Biosolids Land Application Training Course Sub-Committee. The general charge of this sub-committee is the overall conduct of the Biosolids Land Application Training Course. The Training Course will generally be held in the beginning of December of each year and will be held where one day of the training can be at two different types of biosolids land application sites.

5.92 Biosolids Conference Sub-Committee. The general charge of this sub-committee is the overall conduct of the Biosolids Conference. The Conference will generally be held in January or the beginning of February of each year. The Conference should alternate from north to south each year.

5.93 Biosolids Program Sub-Committee. The general charge of this sub-committee is the overall development of the biosolids programs for the annual CWEA Conference and development of the biosolids programs for the CWEA Northern and Southern Regional Training Conferences.

6.0 BOARD LiaISON

6.1 The Association President shall appoint a Board Liaison to the Committee within thirty (30) days following the annual business meeting.

6.2 The Board Liaison shall attend when possible all Committee meetings and serve as a representative of the Board.

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 Constitution and Bylaws Committee for certification as to being in harmony 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: [Signature] DATE: 7/12/97

CHAIR

APPROVED BY CWEA: [Signature] DATE: 5/12/97

PRESIDENT

ATTESTED: [Signature] DATE: 5/12/97

ASSOCIATION EXECUTIVE DIRECTOR