GOVERNMENT AFFAIRS COMMITTEE
of the
CALIFORNIA WATER ENVIRONMENT ASSOCIATION

STANDING RULES

1.0 MISSION STATEMENT

1.1 The Government Affairs Committee is a Standing Committee of the California Water Environment Association, hereinafter referred to as the Association. The Association Board of Directors is hereinafter referred to as the Board. The Government Affairs Committee, hereinafter referred to as Committee, is created to inform the Association members and other water environment professionals of pending and newly adopted laws and regulations. The Committee will also make local and state lawmakers aware that the Committee stands ready to review and comment on proposed laws and on regulations and provide technical advice/education to drafters of laws or regulations.

1.2 The Committee's mission and the legislative/regulatory positions of Association are restricted to issues of state-wide or potential state-wide concern only.

2.0 OBJECTIVES

2.1 The objectives of the Committee include:

2.1.1 Provide a liaison to the Water Environment Federation, Government Affairs Committee.

2.1.2 Provide liaisons to Tri-TAC
2.1.3 Provide linkage to other Association committees.

2.1.4 Provide regular governmental affairs articles for the Association’s member publications.

2.1.5 Provide for an information exchange with our members and with the regulatory community.

2.1.6 Provide general educational services to California legislators and regulators.

2.1.7 Recommend to the Association Board positions regarding specific pending legislation and regulations affecting California's water environment industry.
2.1.8 Implement Board adopted legislation/regulation positions through:

2.1.8.1 Tri-TAC

2.1.8.2 Education of Association members on pending legislation and regulation and their impact.

2.2 In order for the Association to maintain its tax-exempt status, the activities associated with the lobbying of governmental agencies or legislators must be limited to an “insubstantial” percentage. While insubstantial has not been formally defined, the figure of 5 percent of association budget and volunteer efforts has been used. This 5 percent limitation does not apply to legislators/regulators "educational" activities, but the line between lobbying and educating is very fine and is subject to different interpretation. For example, requesting passage or non-passage of a specific bill or regulation, a "yes" or "no" vote is clearly lobbying; the provision of factual information which may help a legislator or regulator understand the impact of a bill or regulation, or its general subject matter, is probably not lobbying. Association members may also act on their own initiative to lobby regarding legislation/regulation and not affect the Association's exempt status, even if they are informed of the need to contact legislators/regulators in a Association publication. It is very important that Association retain its tax-exempt status. Any proposed governmental affairs action must include a preliminary review by the Executive Director of the potential effect on the Association tax exempt status.

3.0 MEMBERSHIP

3.1 The membership of the Committee shall be a Chair, Vice Chair, Secretary and other members the Chair so decides. Membership on the Committee should comprise of, but not be limited to, individuals who are members of the Association and are:

3.1.1 Tri-TAC members. The involvement of the Tri-TAC members in the Committee shall be a requirement of their appointment to Tri-TAC. The Association’s liaisons to Tri-TAC are appointed annually by the Association President and automatically serve on the Committee. Refer to Tri-TAC Liaison standing rules for details.

3.1.2 Other affected and interested Association committees may designate one of their members to serve as a member of the Committee.

3.1.3 The Association Executive Director and President Elect should be members of the Committee. The President of the Association is constitutionally an ex officio member of all committees.

3.1.4 The Association's Water Environment Federation Government Affairs Committee Members from California. These Committee members should be the liaison to the Water Environment Federation Government Affairs Committee.
3.2 The committee Officers will be comprised of a Chair, Vice-Chair North, Vice-Chair South, and Secretary/Treasurer.

3.2.1 The Association President shall appoint the Chair and the Vice-Chairs 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-Chairs in cases where they cannot fulfill their full term. The Committee shall submit to the Association President-Elect by the first of March, the name of the committee’s nominees to serve as Chair, Vice-Chair North, and Vice-Chair South of the Government Affairs Committee.

3.2.2 The Term of Office shall be in accordance with Association Constitution Bylaws, but the Chair shall not serve more than three (3) consecutive years.

3.3 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

4.1.1 General supervision of the affairs of the Committee and of the activities of all Tri-TAC Liaisons.

4.1.2 Preside over Committee meetings.

4.1.3 Prepare an agenda for each Committee meeting.

4.1.4 Appoint subcommittees as required.

4.1.5 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 and of the Tri-TAC liaisons.

4.1.6 Prepare annual report to the Board.

4.1.7 Serve as a Tri-TAC liaison.

4.1.8 Serve as a member of the Northern Regional Committee.

4.1.9 Serve a term of one year. A Chair shall not serve more than three terms (three years) in succession.

4.2 Vice-Chairs

4.2.1 Two (2) Vice-Chairs shall be appointed; one from the north, and one from the south.
4.2.2 Serve as acting Chair at Committee meetings and Association meetings when the Chair is unable to attend.

4.2.3 Attend sub-committee meetings as directed.

4.2.4 The Vice-Chair in the half of the State that the Annual Conference is held in shall coordinate and manage the Government Affairs technical sessions at the Annual Conference.

4.2.5 The Vice-Chair in the half of the State that the Annual Conference is not held in shall coordinate and manage all specialty training sessions conducted by the Committee through the Training Coordination Committee.

4.2.6 The Vice-Chair from the North shall coordinate the technical sessions at the annual Northern Regional Training Conference.

4.2.7 Serve as a Tri-TAC liaison.

4.3 Secretary

4.3.1 Notify in writing all interested parties, the Association Executive Director, Board liaison, and active Committee members of the time, place, and agenda for each meeting at least two weeks prior to Committee meetings.

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

4.3.3 Keep historical and current records of the Committee.

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, 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 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 will not retain an independent bank account. The Committee will submit a budget by April 30th for the upcoming fiscal year.

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 Regional Conference Program Committees to facilitate training programs.

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 through the Committee Chair, by the Membership and External Relations Committee of the Board, or by the Board. All proposed amendments shall be referred to the Association Membership & External Relations 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: ___________________________ DATE: ________
CHAIR

APPROVED BY ASSOCIATION: ___________________________ DATE: ________
PRESIDENT

ATTESTED: _________________________________________ DATE: ________
ASSOCIATION EXECUTIVE DIRECTOR