



American Water Works
Association

FloridaSection

Dedicated to the World's Most Important Resource™

Standard Practices MANUAL

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Preface

The American Water Works Association, hereinafter referred to as AWWA, is made up of forty-three (43) local Sections that have been organized to further the objectives of AWWA. The Florida Section is one of these forty-three (43) Sections and, like the other Sections, the Florida Section works independently, but with assistance from the full-time AWWA staff in Denver.

Article IX of the Governing Documents of AWWA covers the procedures for Section operations. This manual, the Standard Practices Manual (SPM) of the Florida Section, has been prepared to serve as a guideline to the Board of Governors and its Executive Committee in the continuity of Section business, and to assist the Board of Governors and new active members to better understand their duties and responsibilities as those willing to serve the waterworks industry. The Standard Practices Manual will assist members who are serving in any official position within the Florida Section to better fulfill their duties. Additionally, the Standard Practices Manual contains guidelines for general conduct and all other items relevant to the function of the Florida Section. Bylaws, which conform to the standardized format established by AWWA, are included for governance of members and regulation of Section affairs.

This manual is continuously being revised to keep members abreast of changes in the organizational structure or policies, and to inform them as to changes of any duties and responsibilities within the Florida Section. Copies of amendments to the Standard Practices Manual shall be forwarded to the Board of Governors and emailed to all of those that have a Standard Practices Manual. The Section Executive Director shall send all members of the Board of Governors a revised copy of the manual within sixty (60) days of the annual conference.

In the event that the Section has not hired an Executive Director, the Section shall appoint an Operations Manager. The Operations Manager shall assume all duties of the Executive Director as defined in this SPM.

The Florida Section develops its own functional programs and projects but, like all other AWWA Sections, the major portions of its activities are directed toward furthering the objectives and programs of the AWWA. The general objectives of the AWWA, and thus the Florida Section, are as follows:

- Advancing the knowledge of the design, construction, operation, water treatment and management of water utilities.
- Developing standards for procedures, equipment and materials used by public water supply systems.
- Advancing the knowledge of the problems involved in the development of resources, production and distribution of safe and adequate water supplies.
- Educating the public on the problems of water supply and promoting a spirit of cooperation between consumers and suppliers in solving these problems.

- Conducting research to determine the causes of problems in providing a safe and adequate water supply and proposing solutions thereto in an effort to improve the quality and quantity of the water supply provided to the public.

Chapter 1: Board of Governors

Section 1.1 Guidelines

The officers on the Executive Committee shall not serve in any other official capacity within the Section with the exceptions being to serve on an Ad-Hoc Committee formed by the Executive Committee or any other duty specifically assigned by the Board of Governors. The basic requirements for any official position within the Florida Section are stated in *Chapter 3, Subchapter 3.3, IV* of the Standard Practices Manual.

Section 1.2 Duties and Responsibilities

The Board of Governors shall have general supervision over the affairs of the Florida Section. The basic duties of Section officers are established in this chapter.

Section 1.3 Composition

The Board of Governors shall consist of the following members:

- 1) Section Chair
- 2) Section Chair-Elect
- 3) Section Vice-Chair
- 4) Section Past-Chair
- 5) Section Secretary
- 6) Section Treasurer
- 7) Section Treasurer-Elect*
- 8) Association Director
- 9) General Policy Director
- 10) Contractors Council Chair
- 11) Manufacturers/Associates Council Chair
- 12) Member Engagement & Development Council Chair
- 13) Operators and Maintenance Council Chair
- 14) Public Affairs Council Chair
- 15) Technical and Education Council Chair
- 16) Water Utility Council Chair
- 17) Trustee I
- 18) Trustee II
- 19) Trustee III
- 20) Trustee IV
- 21) Trustee V
- 22) Region I Chair

- 23) Region II Chair
- 24) Region III Chair
- 25) Region IV Chair
- 26) Region V Chair
- 27) Region VI Chair
- 28) Region VII Chair
- 29) Region VIII Chair
- 30) Region IX Chair
- 31) Region X Chair
- 32) Region XI Chair
- 33) Region XII Chair

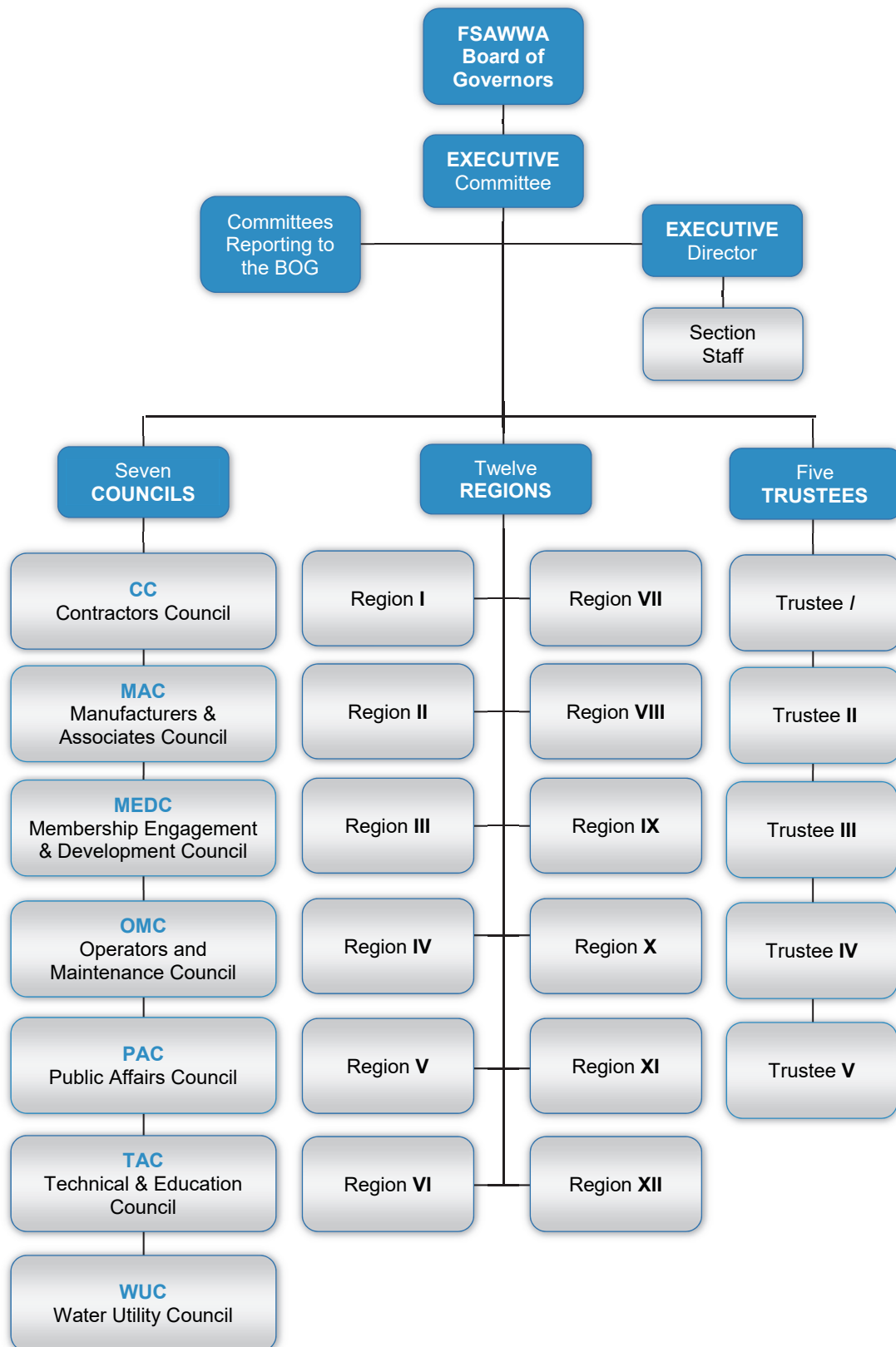
*The Section Treasurer-Elect's term in office is for the one (1) year prior to the year that he/she shall serve as Section Treasurer. During that time, the Treasurer-Elect will be a member of the Board of Governors.

Section 1.4 Meetings

The Board of Governors shall conduct at least two (2) meetings per year, as scheduled by the Section Chair. Annual meeting schedules shall be placed on the consent agenda at the November meeting.

Section 1.5 Organizational Chart

The organization chart for the Board of Governors is shown below.



Section 1.6 Executive Committee of the Board of Governors

The Executive Committee is charged with exercising the full authority of the Board of Governors in matters which, in their judgment, must be acted upon before the next scheduled Board of Governors' meeting. Such matters are addressed at the next Board of Governors' Meeting for ratification. All actions taken by the Executive Committee are in accordance with the Articles of Incorporation, and the Bylaws and policies of both the Florida Section and the American Water Works Association.

I. Composition

The Executive Committee will consist of the following members from the Board of Governors:

- 1) Section Chair
- 2) Section Chair-Elect
- 3) Section Vice-Chair
- 4) Section Past-Chair
- 5) Section Secretary
- 6) Section Treasurer
- 7) Association Director
- 8) General Policy Director

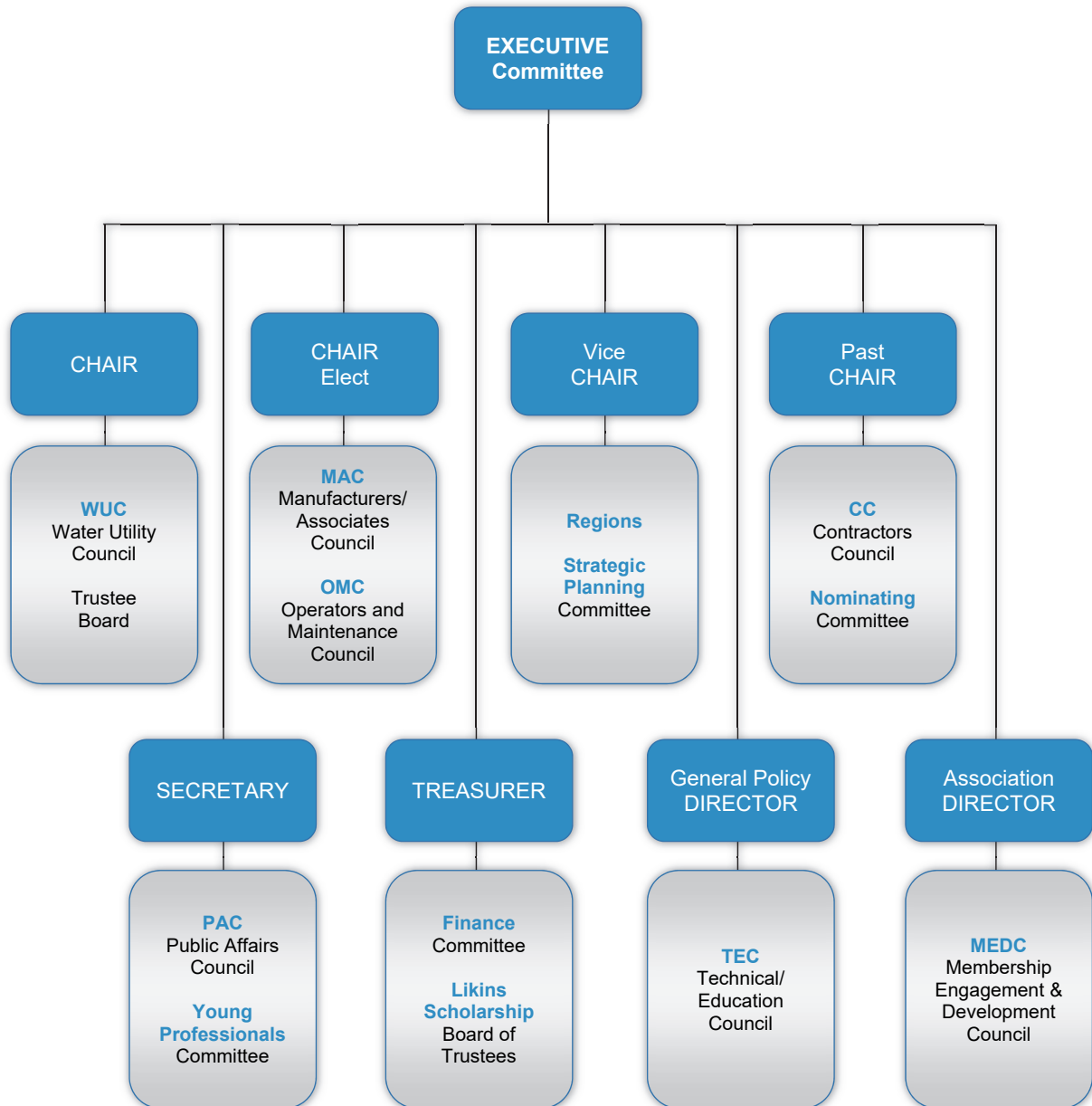
The Section Chair shall act as Chair for the Executive Committee.

II. Meetings

The Executive Committee is required to have two (2) in-person meetings a year. Four (4) meetings per year are recommended. A quorum is reached when there are four (4) members present. A meeting shall be scheduled prior to the Board of Governors' meetings. Everyone on the Executive Committee shall be notified at least three (3) weeks prior to all scheduled Executive Committee meetings.

III. Executive Committee Liaison Responsibilities

Recommended liaisons to the Councils, Boards and/or Committees for the members of Executive Committee are shown below. Responsibilities as liaisons may be traded among Executive Committee members with approval of the Executive Committee. The Executive Director is to be notified of any trades.



IV. Executive Committee Duties and Responsibilities

The duties and responsibilities of each member of the Board of Governors are outlined in the following Subchapters and should be considered the guidelines for each position.

Subchapter 1.1	Section Chair
Subchapter 1.2	Section Chair-Elect
Subchapter 1.3	Section Vice-Chair
Subchapter 1.4	Section Past-Chair
Subchapter 1.5	Section Secretary
Subchapter 1.6	Section Treasurer and Treasurer-Elect
Subchapter 1.7	Association Director
Subchapter 1.8	General Policy Director
Subchapter 1.9	Trustees
Subchapter 1.10	Council and Region Chairs

Subchapter 1.1: Section Chair

The Section Chair is on the Board of Governors and the Executive Committee and shall have general supervision over any meeting of the Board of Governors at which he/she may be present. The Chair shall perform duties as specifically directed by the Board of Governors.

I. Term of Service

The term in office is for one (1) year; the Chair cannot serve consecutive terms.

II. Committee and Service Involvement

The Chair shall serve the Section in the following roles:

- Chair of the Executive Committee of the Board of Governors
- Chair the “Allen B. Robert Award, Outstanding Service to the Section by a Member” Subcommittee
- Serve as Officer Representative to the Water Utility Council (WUC) and serve on its Selection Group
- Serve on the Association Awards Subcommittee, if needed
- Serve as a Member/Trustee of the FWRJ and FWRC and represent the Florida Section at the annual meetings at FWRC
- Serve on the Strategic Planning Committee

III. Primary Responsibilities

A. Annual Business Meeting

This meeting is held annually as required by the Florida Section Bylaws, Article VIII.

The Section Chair shall chair the Annual Business Meeting, sitting at the head table with the Executive Committee where the Chair shall present or delegate the presentation of awards.

B. Annual Report

The Chair shall write an article, *Chair’s Annual Review*, relating to the accomplishments of the Florida Section and recognizing individuals who have contributed to the Section’s success during his/her term. This shall be published in the Annual Report and should be ready before the Annual Business Meeting.

C. Florida Section AWWA Fall Conference

This conference is held in November or December of each year in conjunction with the Annual Business Meeting. The responsibilities of the Chair are:

- Work with the Section Executive Director, the MAC Chair and the Fall Conference Chair in an advisory capacity to plan and manage the annual FSAWWA Fall Conference
- Work with the Section Executive Director to plan and select the Fall Conference Opening General Session Guest Speaker
- Chair the Board of Governors' Meeting
- Chair the Executive Committee Meeting
- Attend Council and Committee meetings as possible
- Work with the Section Executive Director to review and provide direction on the reception for the incoming Chair.
- Host the Officers' Dinner and present the visiting Association officer and guest with a gift from the Florida Section. Attendance is limited to the following: members of the Executive Committee, the Executive Director, and special guests as approved by the Chair.
- Present/coordinate awards at the Opening General Session and the Annual Business Meeting and Awards Luncheon.

D. Florida Water Resources Journal (FWRJ)

The Chair shall write an article for the Florida Water Resources Journal (Journal) monthly per the due dates provided by the editor. Consideration for topics to be included in the Chair's articles will be given to:

- Each Council to highlight specific goals and/or accomplishments
- Legislative and regulatory issues
- Highlight section events
- Water related issues

E. Florida Water Resources Conference (FWRC)

This conference is normally held in April or May of each year. The responsibilities of the Chair are:

- Chair the Board of Governors' Meeting
- Chair the Executive Committee Meeting

- Schedule meetings, luncheons, or other events as necessary
- Attend Council and Committee meetings as possible
- Present/coordinate awards at the annual Florida Section Fall Conference Opening General Session and the Awards Luncheon.

F. Past Chair's Summit

This event is normally held in August of each year (since 2009). The responsibilities of the Chair are:

- Review comments and suggestions from Past Chairs on Section operations and vision from the last Past Chair's Summit and address their status by developing metrics that report our progress on their recommendations to date.
- Incorporate those metrics into the State of the Section Presentation for presentation at the Past Chair's Summit.

IV. Other Duties

Other duties of the Chair include:

- Prepare program budgets with the assistance of the Treasurer and the Section Executive Director
- Work with the Section Executive Director, the Finance Committee Chair, and the Treasurer to review any revisions to the Section's accounting system
- Appoint the Nominating Committee as described in Section Bylaws, Article VII, section 7.4
- During his/her term, the Chair, in consultation with the Executive Director shall furnish the General Policy Director with any revisions or deletions to the Standard Practices Manual (SPM) before the Chair leaves office.

Subchapter 1.2: Section Chair-Elect

The Section Chair-Elect is on the Board of Governors and the Executive Committee. In the absence of the Chair and/or the Vice-Chair, the Chair-Elect shall assume their respective duties. The Chair-Elect shall assist the Chair, who may assign any duty to the Chair-Elect that he/she feels appropriate.

I. Requirements for Nomination

The Chair-Elect shall automatically succeed to the office of Chair when the office becomes vacant or at the conclusion of the Chair's term.

II. Term of Service

The term in office is for one (1) year and consecutive terms may not be served.

III. Committee and Service Involvement

The Chair-Elect shall serve the Section in the following roles:

- Serve on the Executive Committee of the Board of Governors
- Serve on the Manufacturers/Associates Council (MAC) as the Officer Representative
- Serve on the Water Distribution Awards Subcommittee
- Serve as a Member/Trustee of the FWRJ and FWRC and represent the Florida Section at the annual meetings held during the FWRC
- Serve on the Robert L. Claudy Award Committee
- Serve on the Strategic Planning Committee

IV. Other Duties

Other duties of the Chair-Elect include:

- Attend annual meetings at the Florida Section AWWA Fall Conference
- Coordinate the activities of the Section Trustees
- The Chair-Elect shall write an article, *Incoming Chair's Review*, relating goals and objectives for his/her upcoming term as Chair. This shall be published in the Annual Report and should be ready before the Annual Business Meeting.

Subchapter 1.3: Section Vice-Chair

The Section Vice-Chair is on the Board of Governors and the Executive Committee and shall assist the Chair. He/she shall assume the duties of the Chair and/or Chair-Elect if the need arises. The Chair may assign any duty to the Vice-Chair that he/she feels is appropriate.

I. Requirements for Nomination

To become Vice-Chair of the Florida Section, an individual must have served on the Board of Governors for at least two (2) years.

II. Term of Service

The term in office is for one (1) year and two (2) consecutive terms may be served.

III. Primary Responsibility

The Vice-Chair is responsible for coordinating the activities of the Region Chairs and developing the Region's Events Calendar. The Vice-Chair should maintain personal contact with each Region's Chair and schedule meetings or conference calls before each Board of Governors' meeting to review the Regions' progress. There should be a minimum of three (3) conference calls annually.

IV. Committee and Service Involvement

The Vice-Chair shall serve the Section in the following roles:

- Serve on the Executive Committee of the Board of Governors
- Serve as Chair of the Strategic Planning Committee
- Serve as a Member of the FWRJ and FWRC

V. Other Duties

Other duties of the Vice-Chair include:

- Attend annual meetings at the Florida Section AWWA Conference
- Responsible for coordinating and planning the Florida Section AWWA Conference with the assistance of the MAC Chair
- Assist the Section Executive Director in a two (2) day training session held in January/February of each year. This session is to familiarize Section volunteers with the structure of the Florida Section, its Strategic Plan and the Standard Practices Manual (SPM) to assist them in their efforts toward successful endeavors.

- Act as Region Chair Coordinator by:
 - Implementing programs that enhance member's communication
 - Promoting new membership activities
 - Providing assistance on legislative and regulatory issues
 - Developing workshops and special meeting topics about technical trends and current issues of the drinking water community

Subchapter 1.4: Section Past-Chair

The Section Past-Chair is on the Board of Governors and the Executive Committee.

I. Requirements for Nomination

The Section Past-Chair is the person that held the term as Section Chair during the previous year.

II. Term of Service

The term in office is one (1) year and consecutive terms may not be served.

III. Committee and Service Involvement

The Past-Chair shall serve the Section in the following roles:

- Serve on the Executive Committee of the Board of Governors
- Serve as Officer Representative to the Contractors Council (CC)
- Serve on the Strategic Planning Committee
- Serve as the Chair of the Nominating Committee
- Serve on the “Allen B. Roberts, Jr. Award, Outstanding Service to the Section by a Member” Award Subcommittee
- Serve as a Member/Trustee of the FWRJ and FWRC and attend annual meetings held during the FWRC
- Attend annual meetings at the Florida Section AWWA Fall Conference

IV. Other Duties

Other duties of the Past-Chair shall include:

- Attend the Annual Past Chair’s Summit during their term and after their term is over and provide input to further enhance the Section’s activities.

Subchapter 1.5: Section Secretary

The Section Secretary is on the Board of Governors and the Executive Committee.

I. Requirements for Nomination

It is preferable that prior to selection for this position that candidates have served on Association committees and/or Section Regions, Committees, and/or Councils.

II. Term of Service

The term in office will be for two (2) years; two (2) consecutive terms may be served. The Secretary may serve as Treasurer simultaneously but shall have only one vote.

III. Primary Responsibilities

- The Secretary shall improve headquarters' professionalism and works closely with the Section Executive Director in maintaining all records. Records will be maintained for all meetings and for all issues related to the Section's headquarters.
- The Section Secretary will manage AWWA award committee to ensure that recipients are selected in a timely manner as applicable.
- The Section Secretary will also assist the Section Chair by executing special projects as it relates to the Section's Strategic Business Plan. The Section Executive Director shall be assigned the duties of the Secretary when there is no one else serving in that capacity.

IV. Committee and Service Involvement

The Secretary shall serve the Section in the following roles:

- Serve on the Executive Committee of the Board of Governors
- Serve as Officer Representative of the Public Affairs Council (PAC)
- Serve on the Strategic Planning Committee
- Be a member of FWRJ and FWRC
- Be a member of the Membership Committee of the Member Engagement & Development Council

V. Section Awards Selected by the Executive Committee

The Secretary shall coordinate the process of nomination for the following Executive Committee Section awards to determine which awards will be presented each year. The Secretary shall notify the Executive Director off all recipients in a timely manner.

Recipients for all awards shall be in accordance with criteria established by the Board of Governors.

The Awards Subcommittees under the management of the Secretary are the following.

- A. Heroism Award Subcommittee
- B. Allen B. Roberts Award, Outstanding Service to the Section by a Member Award Subcommittee
- C. Dr. Edward Singley Award of Excellence Subcommittee

A. Heroism Award Subcommittee

(1) Purpose

This Subcommittee shall review acts of heroism involving personal jeopardy performed by members.

(2) Procedure and Reports

A narrative of acts of heroism should be submitted to both the Section and the Association for proper recognition. It is not mandatory that this award be given each year. Criteria for this award are based on the AWWA award.

B. Allen B. Roberts Award, Outstanding Service to the Section by a Member Award Subcommittee

(1) Purpose

This Subcommittee shall observe and monitor the activities of the Section members to determine who contributes most by supporting Section programs with outstanding leadership, creativity and service in the water-related field. Particularly attention is paid to solving problems and implementing activities within the Section and Association.

(2) Structure

The Subcommittee shall be composed of:

- 1) Section Chair
- 2) Section Past-Chair
- 3) Chair of the Fuller Award Subcommittee
- 4) General Policy Director

The Section Chair shall serve as the Chair of the Committee.

(3) Procedures and Reports

This award is named after Allen B. Roberts, Jr. He worked diligently to improve the status of the Florida Section by providing valuable leadership. This award is named in his honor and is to exemplify and recognize his outstanding contribution to the successful operation of the Florida Section. This Subcommittee shall select one recipient of this award based on his/her accomplishments. The award will be announced and the plaque presented at the Annual Business Meeting.

C. Dr. Edward Singley Award of Excellence Subcommittee

VI. Planning/Advanced Calendars for Executive Committee Meetings

The Secretary shall work with the Section Executive Director to maintain Planning/Advanced Calendars for the Executive Committee. The calendar for the Executive Committee will include:

- Executive Committee meetings
- Board of Governors' meetings
- Past-Chairs' Summit
- Annual Conference Exposition (ACE)
- Other events as requested by the Executive Committee

VII. Other Duties

Other duties of the Secretary shall include:

- Attend annual meetings at the Florida Section AWWA Fall Conference
- Manage the new hire process and develop job descriptions, as needed
- Develop or maintain a Headquarters' Practices/Employee Manual

Subchapter 1.6: Section Treasurer and Treasurer-Elect

1.6.1 Section Treasurer

The Section Treasurer is on the Board of Governors and Executive Committee.

I. Term of Service

Term length is two (2) years and a request for re-appointment for another term, or specified period of time, is permitted one (1) time. The Treasurer may serve as Secretary simultaneously but shall have only one vote.

II. Primary Responsibilities

The Treasurer shall render an account on the financial matters at each meeting of the Board of Governors or the Executive Committee to cover the current status of all funds received, expended and on hand compared to the current budget. Any budget amendments recommended correcting negative deviations shall be reviewed by the Executive Committee.

III. Committee and Service Involvement

The Treasurer shall serve the Section in the following roles:

- Serve on the Executive Committee of the Board of Governors
- Serve on the Finance Committee
- Serve on the Strategic Planning Committee
- Serve on the Roy Likins Scholarship Board
- Serve as a member of FWRC and FWRJ

IV. Other Duties

Other duties of the Treasurer shall include:

- Assure that all funds are properly maintained
- Assure that a check and balance system is maintained
- Prepare budgets with the Chair and Section Executive Director
- Invest funds from the Scholarship fund in consultation with the Finance Committee and the Likins Scholarship Board
- Work with the Section Executive Director, Section Chair, and the Finance Committee Chair to review any revisions to the Section's accounting system

- Attend annual meetings at the Florida Section AWWA Fall Conference

V. Staff Services

The Treasurer shall manage the following services provided by Section staff:

- Keep the Treasurer advised of major requests for funds
- Keep the Treasurer advised of the current status of accounts
- Pay all bills submitted to the Section in a reasonable time
- Arrange for the annual Compiled Financial Statement; work to be done by an accountant
- Prepare all required IRS forms; work to be done by an accountant
- Keep separate accounting for special programs
- Prepare all forms requiring the Treasurer's signature
- Use a computer accounting program as recommended by an accountant
- Allow for all transactions to be traceable by assigning sequential numbers to each transaction
- Use an invoice system for billing
- Review and reconcile monthly bank statements
- Be responsible for the Section debit card
- Assist in the registration for all programs

1.6.2 Section Treasurer-Elect

The Treasurer-Elect's term in office is for the year prior to the year that he/she shall serve as Treasurer. The Section Executive Director assists in training the Treasurer-Elect. The Section Treasurer-Elect is a voting member of the Board of Governors. They are not a voting member of the Executive Committee.

It is preferable that prior to selection for this position that candidates have served on Association committees and/or Section Regions, Committees, and/or Councils.

Subchapter 1.7: Association Director

The Association Director, also referred to as the AWWA Director, is a member of the Board of Governors and shall represent the Florida Section on the American Water Works Association Board of Directors.

I. Primary Responsibilities

The Association Director shall act to coordinate and unify the Association's actions with the Section's goals and objectives.

The Association Director shall ask for a vote of confirmation on issues or elections when voting for the Florida Section.

II. Requirements for Nomination

The Association Director will have previously served as Section Chair. The person to be nominated for this position must be active as a volunteer with the Section, AWWA and/or Research Foundation Programs.

III. Term of Service

Term in office is for three (3) years and only one (1) term may be served consecutively. The term commences in June at the AWWA Annual Conference & Exposition (ACE).

IV. Budget

The Florida Section will include in its budget an amount to cover the expense of any required Association Board meetings not paid by the Association (AWWA).

V. Committee and Service Involvement

The Association Director shall serve the Section in the following roles:

- Serve on the Executive Committee of the Board of Governors
- Give a report at each Board of Governors' meeting on matters of interest concerning the Association
- Serve as the Officer Representative for the Member Engagement & Development Council (MEDC)
- Serve on the Strategic Planning Committee
- Assist the Executive Director with the Association Awards
- Serve on the Likins Scholarship Board
- Be appointed to the Nominating Committee

Subchapter 1.8: General Policy Director

The General Policy Director serves on the Board of Governors.

I. Term of Service

The term in office is for three (3) years and only one term may be served consecutively.

II. Primary Responsibilities

The primary responsibility of the General Policy Director is to maintain the Section's Standard Practices Manual including managing revisions to the document. They shall also provide input to the Board of Governors on matters of Section policy at meetings and upon request.

The General Policy Chair shall also review the Bylaws and manage any changes or amendments to these including ratification by the Association and approval by vote of the Section Members.

III. Committee and Service Involvement

The General Policy Director shall also serve the Section in the following roles:

- Serve on the Executive Committee of the Board of Governors
- Serve as Officer Representative for the Technical and Education Council (TEC)
- Serve on the "Allen B. Robert Award, Outstanding Service to the Section by a Member" Subcommittee
- Serve on the Strategic Planning Committee
- Serve on the Likins Scholarship Board

Subchapter 1.9: Trustees

There shall be five (5) trustees elected statewide. Each trustee may be given special assignments from members of the Executive Committee.

I. Requirements for Nomination

It is preferable that prior to selection for this position that candidates have served on Association committees and/or Section Regions, Committees, and/or Councils.

II. Term of Service

The term in office is for two (2) years and two consecutive terms may be served.

III. Committee and Service Involvement

All Trustees should serve on at least one (1) of the five (5) following Committees:

- Strategic Planning Committee
- Membership Committee
- Diversity and Member Inclusion Committee
- Water for People Committee
- Likins Scholarship Committee

IV. Other Duties

Other duties of the Trustees shall include:

- Trustee shall be active recruiters for new members, especially small utilities.

Subchapter 1.10: Council and Region Chairs

1.10.1 Council Chairs

The Council Chairs are on the Board of Governors. Term in office is for two (2) years and two consecutive terms may be served. Duties for Council Chairs are summarized in Chapter 4 of the Standard Practices Manual.

1.10.2 Region Chairs

Region Chairs are on the Board of Governors and shall have the general supervision over the affairs of the Region. Term in office is two (2) years and two (2) consecutive terms may be served. Region Chairs will be responsible for holding at least two (2) general membership meetings in the Region each year.

The Section Vice-Chair shall act as Region Chair Coordinator as described in *Section 1, Subchapter 1.3* of the Standard Practices Manual and duties for Region Chairs are summarized in *Chapter 5*.

Chapter 2: Section Staff Supporting the Board of Governors

The duties and responsibilities of the Section staff are outlined in the following pages and should be considered only guidelines for each of the positions.

- Subchapter 2.1 Executive Director
- Subchapter 2.2 Training Coordinator
- Subchapter 2.3 Membership Specialist/Training Coordinator
- Subchapter 2.4 Administrative Assistant

Subchapter 2.1: Executive Director

The Section hired a full-time Operations Manager in February 2008. This position was replaced with a full-time Executive Director in March 2013. The Section Executive Director is an active participant in the activities of the Section. Through effective leadership and management, they achieve high staff productivity, sound management of financial resources, and high-quality products and services. Work is carried on with considerable independence, but is subject to Executive Committee direction and review. A great deal of skill is required in organization, coordination and communication. The responsibilities for this position are as follows.

I. Management

Manage the headquarters office of the Florida Section and supervision of the Section's Training Coordinator, Membership Coordinator, and Administrative Assistant.

II. Committee and Service Involvement

Serve on Committees as assigned by the Board of Governors.

III. Training

- Promote and direct training programs and educational seminars
- Conduct at least one (1) orientation per year, with the assistance of the General Policy Director, for new Officers and active Members
- Work with the Vice-Chair to arrange a two (2) day Section Training Session in January/February of each year as is described in other duties of *Chapter 1, Subchapter 1.3* of the Standard Practices Manual
- Provide assistance to all Officers and volunteers within the Section to interpret their responsibilities and confirm their roles in meeting challenges and goals
- Assists in training the Treasurer-Elect

IV. Policies, Procedures and Goals

- Conduct assigned studies in areas of concerns with policies and procedures, as determined by the Executive Committee
- Analyze and evaluate the data accumulated in these studies
- Use this data to assist in formulating new or revised policies

- Carry out policies, procedures and goals of the Florida Section under the supervision of its officers

V. Communication

- Compose all correspondences to ensure and expedite continuity of Section business, per Chair requests
- Provide advanced notice to all involved of monthly events and other Section business
- Work with the Section Secretary to maintain the Planning/Advanced Calendars for the Executive Committee as defined in *Chapter 1, Subchapter 1.5* of the Standard Practices Manual
- Be responsible for accurate minutes of all meetings, and for timely distribution and proper retention of these minutes
- Serve as liaison between Regions, Councils, and Committees to ensure effective communication within the Florida Section as required by the Section Bylaws
- With the Section Chair, put together the Statement of Section report for an annual update of the Standard Practices Manual as described *Chapter 1, Subchapter 1.1*.

VI. Coordination

- Advise the Board of Governors on all major issues involving State/Federal programs that might affect current or future policies of the Florida Section.
- Arrange for special meetings and/or seminars for the Board of Governors
- Coordinate all governing meetings, as directed by the Chair, including the preparation of all supporting documentation, securing a location, and making arrangements for the room

VII. Annual Report

- Publish an Annual Report in Membership Directory with the events and activities of the Section. It shall contain the *Chair's Annual Review* and the *Incoming Chair's Review*. The Executive Director will include any relevant material that may be deemed appropriate.
- Have Annual Report available for Presentation at the Annual Business Meeting, normally held in November at the Section Annual Conference.

VIII. Records

- Maintain the Section's records, history, accounts and other relevant material as may be deemed appropriate.

- Compile and organize past records and historical accounting of the Section. These records should be stored in one location for easy access.

IX. Section Awards

The Executive Director shall coordinate the process of nomination for Section awards listed in this section to determine which awards will be presented each year. The Executive Director off all recipients in a timely manner.

The following Section Awards shall be considered for nomination on a yearly basis. Executive Director shall coordinate the Committee and Councils listed below to ensure that nomination and selections (if applicable) are conducted in a timely manner every year.

A. List of Section Awards

Award	Selected By	Given By
1) Heroism Award	Executive Committee (Managed by Secretary)	Executive Committee
2) Allen B. Roberts Award, Outstanding Service to the Section by a Member	Allen B. Roberts Award Subcommittee (Managed by Secretary)	Executive Committee
3) Dr. Edward Singley Award of Excellence	Executive Committee (Managed by Secretary)	Executive Committee
4) Water Distribution Awards	MAC	MAC
5) A.P. Black Cup Recruitment Award	MEDC	MEDC
6) Outstanding Water Treatment Plant Operator Award	OMC	OMC
7) Outstanding Water Treatment Plant Awards	OMC	OMC
8) Most Improved Water Treatment Plant Award	OMC	OMC
9) American Water Landmark Awards	Landmarks Committee	PAC

B. Requirements for Nomination

Recipients for all awards shall be in accordance with criteria established by AWWA or approved by the Board of Governors.

X. Association Awards Committee

The Executive Director shall convene a meeting of the following to select members for nomination of Association Awards:

- Association Director
- Section Chair
- Immediate Past AWWA Director

The Executive Director's duties regarding Association Awards include:

- Observe and monitor the activities of Section Members to provide advice on eligible members to receive Association Awards throughout the year.
- Submit the appropriate historical and biographical information to the Board of Governors on the appropriate forms (found on the Association website).

At a minimum, The George Warren Fuller Award, shall be considered for nomination every year.

A. The George Fuller Award Committee

This award is conferred by the American Water Works Association upon a qualified individual selected by the Section, per the pertinent Association Terms and Conditions.

(1) Structure

This Committee shall consist of five (5) members. All members shall be former recipients of the Fuller Award

(2) Term of Service

All members will serve a five (5) year term. One (1) new member is added each year to serve a five (5) year term. The Senior Member shall be the Chair. Under this system, each member will be Chair in the fifth and final year of service on the Committee. The Fuller Award Committee Chair shall also serve on the Allen B. Roberts Award Subcommittee.

(3) Requirements for Nomination

To be eligible for the award, the person must be an individual member or a duly appointed representative of an organization member of the Association. It is not mandatory that this award is given every year.

(4) Selection

The selection of the recipient should be made at least thirty (30) days prior to the Florida Section's Annual Business Meeting, where announcement of the recipient shall be made.

(5) Award Presentation

Formal presentation of the Certificate of Award is made at the Annual Meeting of the Association; if the person to receive the award is unable to attend this convention the presentation of the Award Certificate may be made at the Section Meeting.

(6) Executive Director Duties

- The Executive shall make certain that each member of the Committee receives a copy of the Association's Terms and Conditions that are used to select the recipient of this award.
- Prior to the Florida Section AWWA Conference, the Executive Director shall call at least one (1) meeting or teleconference with as many Committee members present as possible to select the recipient of this award.

The Executive Director shall assist the Committee with preparation of the award citation for publication in the Florida Water Resources Journal.

XI. Section Events at Annual Conference Exposition (ACE)

The Executive Director shall enhance and facilitate Section member attendance, participation and visibility at ACE through pre-planning and arrangement of social events. This includes the arrangement of a suitable social event at ACE for the Section, such as a luncheon, reception or dinner. The Executive Director may also establish a hospitality/meeting place for Florida Section volunteers, officers, and/or members at ACE.

XII. Section Awards

The Executive Director ensures that all recipients of Section Awards are notified so that they can attend the meeting to receive their award and manages the purchase of awards in time for the presentation. The award recipients are identified by the Secretary.

XIII. Other Duties

- Prepare Section budgets with the assistance of the Section Treasurer and Section Chair
- Attend the Association AWWA Fuller Award meeting in support of the Florida Section Fuller Awardees being honored and recognized at that meeting.

- Work with the Section Chair, the Finance Committee Chair, and the Treasurer to review any revisions to the Section's accounting system.
- Work with the Section Secretary in maintaining all records. Records will be maintained for all meetings and for all headquarters' issues.
- Assume the duties of the Secretary when no one is serving in that capacity.
- Handle booking the venue and menu selection for the Florida Section AWWA Fall Conference Officers' Dinner and the FSAWWA lunch the AWWA Annual Conference & Exposition (ACE).
- Prepare documents for the audit that is scheduled every three years at the end of the treasurer's term.

Subchapter 2.2: Training Coordinator

The Section hired a full-time Training Coordinator in February 2010.

I. Training Services

- Manage and coordinate “On Demand” training (training that is brought to your facility)
- Ensure that workshops/seminars have the right information per FDEP guidelines before it’s advertised
- Locate instructors as needed for “On Demand” training and workshops/seminars for regions
- Create training classes as requested from regions or councils
- Manage event registrations
- Create and review all sign in sheets. Send sign-in sheets to Casey for reporting of credits
- Pre-approve all new programs that require CEUs/PDHs before sending to the Certification and Training (C&T) Committee for final approval
- Billing and payment tracking for On-Demand events. Enter payments in section database.

II. Region Services

- Work closely with our region chairs and volunteers in setting up events
- Maintain section’s calendar of events
- Create flyers for some of the events and send out event blasts
- Manage event registrations
- Maintain the sign in sheets for social and training events
- Complete the Treasurer’s Final Event Report (TFER) for training events
- Billing and payment tracking for regional events. Enter payments in section database

III. Other Duties

- Co-maintain the section’s Facebook Group Page with the Section’s Administrative Assistant
- Other assignments as needed by the Executive Director

Subchapter 2.3: Membership Specialist/Training Coordinator

The Section hired a full-time Membership Specialist/Training Coordinator employee in July 2009.

I. Association Level Membership Duties

The duties of the Membership Specialist at the Association Level include:

- Send membership applications to AWWA Headquarters in Denver.
- Ensure that all AWWA emails on membership are passed to the section's membership committee.
- Work with AWWA and other Sections regarding membership initiatives.
- Attend the annual AWWA Membership Matters Summit in Denver.

II. Section Level Membership Duties

The duties of the Membership Specialist at the Section Level include:

- Contact person for membership
- Make regular updates to our Section database to ensure that it contains our members' most current contact information.
- Send volunteer forms received to the respective regions or councils based on the volunteer's areas of interest.
- Offer administrative support to the membership chair, which is under the Member Engagement and Development Council.
- Serve as a link between the outgoing and incoming Membership Chairs when rotations occur and help to keep the committee functioning smoothly during the transition.
- Receive applications for the Mentor Program, help to pair mentors with mentees, and coordinate introductory conference calls.

III. Section Level Training Duties

The duties of the Training Coordinator at the Section Level include:

- Work with volunteers to keep the Section's online training program up-to-date and make edits to the courses as necessary.
- Report CEUs and PDHs for the Section's On-Demand courses, online programs, conferences, and other approved courses.

- Mail printed certificates to attendees.
- Maintain accurate records in the event we are audited by a licensing agency.
- Work directly with the FDEP and FBPE to resolve any problems that may arise.
- Send a biweekly training newsletter with a schedule of upcoming courses.
- Other assignments as needed by the Executive Director.

Subchapter 2.4: Administrative Assistant

The Section hired a part-time Administrative Assistant in January 2009. This position was upgraded to full-time in January 2018. The primary responsibility of the Administrative Assistant is to assist the Executive Director as needed.

I. Primary Responsibility

The primary responsibility of the Administrative Assistant is to assist the Executive Director as needed and directed.

II. Facebook Page and FSAWWA Website

- Update the Regions' and Councils' pages in the Section's website
- Maintain and update contact lists
- Co-maintain the section's Facebook with the Training Coordinator

III. FSAWWA & FWRC Conferences

- Prepare the BOG meeting materials and binders
- Order all the awards for both conferences
- Help maintain the conference website and the FSAWWA Fall Conference mobile app
- Sit at the booth
- Help with contests
- Take pictures for website
- Attend both conferences each year

IV. Office Duties

- Assist the Executive Director with reviewing the yearly Membership Directory & Resource Book before it goes to print
- Deposit the checks at the section's bank
- Maintain headquarters and order office supplies
- Receive and enter payments in the section's database
- Filing

V. Membership

- Mailing of the monthly "Welcome Packet" for new FSAWWA members

- Manage the Water Utility Council membership by sending out the yearly dues, and posting membership payments

VI. Other Duties

- Prepare and mail the monthly TREEO accreditation certificates
- Assist in getting meeting materials and ordering food & refreshments.
- Assist Coordinator for “April is Water Conservation Month” and the annual Water Conservation Awards for the Technical & Education Council’s Water Use Efficiency Division.
- Post job vacancies in the FSAWWA website for member organizations

Chapter 3: Committees Reporting to the Board of Governors

I. Guidelines

In general, the objective of Committees Reporting to the Board of Governors is to develop and implement programs to support the Section Strategic Plan through a specific action plan. The Committees shall report to the Board of Governors.

II. Formation

A new Committee may be created by the Executive Committee whenever it is determined that a specific matter requires the attention of the Section and would or is affecting the general membership of the Association. For Committee formation, a description will be drafted outlining the mission, goals, objectives, Committee members, meeting frequency and progress report schedule. This description will be reviewed by the Executive Committee before they make any recommendation to the Board of Governors for approval to create this new Committee. Existing Committees may be dissolved by action of the Board of Governors.

III. Committee Officers

- 1) Committee Chair
- 2) Committee Vice-Chair
- 3) Committee Secretary

The Chair and Vice-Chair of a newly established Committee shall be appointed by the Board of Governors; in subsequent years the Nominating Committee shall make these nominations. The Secretary is selected by the Committee Chair. Both the Vice-Chair and Secretary are optional positions. Responsibilities for the new Committee Chair and Vice-Chair are effective after the Annual Business Meeting at which they are elected.

IV. Qualification for Service

Qualifications for service as an officer of a Committee are listed in *Chapter 3, subchapter 3.3, IV* of the Standard Practices Manual. Additional qualifications are as indicated in Committee descriptions.

V. Term of Service

Committee Chairs and members thereof serve for a term of two (2) years. Loss of membership, for any reason is cause for automatic termination of service. Exceptions to the term of service are referenced in the individual Committee descriptions. The appointments are effective following the Annual

Business Meeting where the new officers are announced. In the case of a vacancy, the Executive Committee shall appoint or confirm a temporary replacement until the next Annual Business Meeting. The temporary appointments must be ratified at the next meeting of the Board of Governors.

VI. Membership

The members of the Committee shall be select by the Committee Chair; all members of a Committee must be in good standing with the Florida Section AWWA. Non-members of AWWA may be selected to serve on a Committee as “advisors” due to a special knowledge they possess on some aspect of a Section’s program, however they will not have voting rights.

VII. Meetings

Committee meetings are called by the Committee Chair as deemed necessary to review the progress of the Committee and to ensure that the Committee is meeting its assigned commitments. The number of meetings will vary with the purpose and function of the Committee. A majority of the members of the Committee shall constitute a quorum. Conference calls are acceptable instead of an in-person meeting to expedite issues and to keep members involved with Committee activities.

VIII. Reports

For Committees reporting to the Executive Committee, a summarized report of Committee activities shall be submitted to the Executive Committee.

Section 3.1 Ad Hoc Committees

I. Purpose

The purpose of Ad-Hoc Committees is to fulfill a specific mission assigned by the Executive Committee. Ad Hoc Committees will be established by the Executive Committee whenever it is determined that a specific objective must be addressed.

II. Structure

The Ad Hoc Committee should exist until the assigned mission is completed, but should be limited to two (2) years. It is suggested that Ad Hoc Committees are used in lieu of requesting the formation of a new Committee.

III. Meetings

The number of meetings will vary depending on the Committee and its purpose. Meetings will be called as needed by the Committee Chair.

Section 3.2 Standing Board Committees

The following Committees are formed by and report directly to the Executive Committee. Specific information on the Standing Board Committees are included in the following subchapters of Chapter 3.

Subchapter 3.1	Finance Committee
Subchapter 3.2	Likins Scholarship Board of Trustees
Subchapter 3.3	Nominating Committee
Subchapter 3.4	Strategic Planning Committee
Subchapter 3.5	Water for the People Committee
Subchapter 3.6	Florida 2040 Committee
Subchapter 3.7	Marketing Committee

Subchapter 3.1: Finance Committee

I. Purpose

This Committee shall assist the Section in achieving and maintaining an orderly financial management system by reviewing, recommending and acting in an advisory capacity in all financial affairs of the Section.

II. Structure

The Committee will have at least five (5) members consisting of:

- 1) Committee Chair
- 2) Committee Vice-Chair
- 3) Section Treasurer
- 4) Member
- 5) Member

The Chair preferably has served as an officer of the Section and shall be on the Likins Scholarship Board of Trustees. Term as Chair is three (3) year with a maximum of two (2) consecutive terms. The members of the Committee shall select the Vice-Chair. Committee members shall preferably have accounting experience.

III. Procedures

The Committee Chair shall work with the Section Chair, Treasurer, Secretary and the Section Executive Director to review the Section's revised accounting system. Responsibilities are to include the following:

- Be in an advisory capacity to the Executive Committee concerning the financial viability of the Section
- Recommend policy affecting financial matters to the Executive Committee
- Review and propose expenses with the Treasurer and solicit new ideas at the mid-year Executive Committee meeting
- Confirm (annually) that a fidelity bond for the Treasurer has been purchased and funds are budgeted as a line item to cover this expense
- Assist the Treasurer in the preparation of a five-year budget and business plan projections
- Review any amendments made to the budget by the Treasurer
- Review and recommend changes to the Treasurer's position description

- Recommend candidates to the Nominating Committee for the positions of Treasurer and/or Treasurer-Elect
- Perform a random mini-audit during the course of a year
- Have a certified audit performed at the end of the Treasurer's term in office and assure that resulting recommendations are implemented after they have been approved by the Board of Governors
- Select and retain an accounting firm that shall work with the Treasurer to prepare Internal Revenue forms and will provide suggestions to improve the internal controls of the finance system
- Advise the Treasurer on investments for the Roy Likins Scholarship Fund
- For stability of Section funds, the Chair of this Committee shall review Section investments on a monthly basis and shall recommend any needed actions to the Section Chair.

Subchapter 3.2: Likins Scholarship Board of Trustees

I. Purpose

The purpose of the Likins Scholarship Fund Board of Trustees is to direct the investment of the assets of the Likins Scholarship Fund within guidelines approved by the Board of Governors in a most efficient manner.

II. Structure

This Board shall consist of five (5) members:

- 1) Chair of the Scholarship Committee
- 2) Association Director
- 3) Chair of the Section Finance Committee
- 4) Section Treasurer
- 5) General Policy Director

The Chair of the Scholarship Committee shall serve as Chair of the Likins Scholarship Board of Trustees.

III. Meetings

The Board of Trustees shall meet at least two (2) times each year. More meetings or conference-calls may be held at the request of members of the Board of Trustees, by their majority vote. Minutes of the meetings shall be distributed to the members of the Board of Governors at their meetings.

IV. Procedures

The Section Treasurer shall manage the assets of the Likins Scholarship Fund, hold check-writing authority and implement the directives of the Board of Trustees with banks or other investment institutions.

V. Reports

The Section Treasurer shall report financial status of the Likins Scholarship Fund at all regular meetings of the Executive Committee and at all meetings of the Likins Scholarship Board of Trustees. Each Trustee shall receive monthly financial statements describing the assets of the scholarship fund.

Subchapter 3.3: Nominating Committee

I. Purpose

It is the purpose of this Committee to evaluate the eligibility of and then coordinate and select members that will be recommended for nomination to the Board of Governors, the Chair of the Committees that report to the Executive Committee and the Chair and Vice-Chairs of each Region and Council. This Committee's goal is to assure that there are qualified nominees for all positions open for election. If available, resumes of prospective candidates will be reviewed by this Committee.

II. Structure

This Committee shall be appointed by the Section Chair and will consist of five (5) members including:

- 1) Section Past-Chair
- 2) Next most recent and available Past-Chair
- 3) Association Director
- 4) Additional Section member
- 5) Additional Section member
- 6) Executive Director (non-voting)

The Section Past-Chair shall serve as Chair of this Committee. The two (2) additional Members shall be recommended by the Section Chair.

The Executive Director will serve on this Committee to provide advice and guidance only. They will maintain the nomination roster list and distribute to the committee members before each Nominating Committee meeting.

Trustees must serve on one (1) of five (5) Committees; this is one (1) option.

III. Reports

The Chair of the Nominating Committee will submit a written report detailing the selection of members as nominees for vacant positions at least two (2) weeks prior to the Annual Business Meeting. The report must be signed by all members of the Committee and will be filed with the Section Executive Director. At least one (1) nominee for each position must be submitted.

IV. Minimum Requirements for Selection of Nominees

- Be a member of the Florida Section of AWWA
- Have experience and expertise in subject matters that are directly relevant to the mission of the Section

- Have sufficient time, financial support, and organizational support to participate actively and consistently in the activities of the Section
- Have ability and willingness to prepare for meetings, and to participate actively in these meetings
- Loss of membership for any reason is cause for automatic termination of service.

V. Other Expectations for Nominees

- Work expeditiously on assigned tasks between meetings
- Work as a team member in a positive and cooperative manner
- Attend at least two (2) Board of Governors' meetings per year
- Attempt to attend two (2) Council meetings per year
- Have leadership ability in organizing, planning, and directing programs
- Maintain regular contact by attending meetings, teleconferencing or written correspondence
- Ability to perform the functions as specified in the Section Bylaws, Standard Practices Manual and other duties assigned by the Board of Governors

Subchapter 3.4: Strategic Planning Committee

I. Purpose

The purpose of this Committee is to accomplish objectives through coordination and guidance in the continuous development of the Strategic Plan.

II. Structure

The committee shall consist of the following Officers:

- 1) Section Chair
- 2) Section Chair-Elect
- 3) Section Vice-Chair
- 4) Section Past-Chair
- 5) Section Secretary
- 6) Section Treasurer
- 7) General Policy Director
- 8) Association Director
- 9) Vice-Chair of AC
- 10) Vice-Chair of CC
- 11) Vice-Chair of MAC
- 12) Vice-Chair of OMC
- 13) Vice-Chair of PAC
- 14) Vice-Chair of TEC
- 15) Vice-Chair of WUC

The Section Vice-Chair shall serve as Chair of the Committee and will provide guidance in development of the Strategic Plan by reviewing and updating the current programs; these updates shall be based on input received from the Council Chairs and by the review of the AWWA Strategic Plan Committee. Trustees must serve on one (1) of five (5) Committees; this is one (1) option.

III. Meetings

The Chair of the Committee shall continuously communicate, either by meetings or conference calls, with each of the Council Vice-Chairs and Region Vice-Chairs to keep the Executive Committee advised of progress being achieved.

IV. Procedures

Current programs that have been developed for the Strategic Plan will be reviewed and updated annually with a complete revision every three (3) years. An attempt will be to implement realistic work

programs based on current and long-range objectives. Innovation is a prerequisite in how to accomplish the objectives with viable alternatives.

V. Reports

Programs selected for implementation by the Committee are to be placed in a progress report to the Executive Committee so that they may envision advancements that have been made using measurable indicators.

Subchapter 3.5: Water for People Committee (WFP)

I. Purpose

This Committee shall operate in accordance with policies and procedures established by National Water for People. The functions, responsibilities, and programs are available from Water for People.

II. Structure

The Committee shall consist of a Chair and at least three (3) additional members.

III. Procedures and Reports

- 1) AWWA sections are assigned a Water For People Community Engagement Manager to help with questions and concerns.
- 2) For more information, please visit the following website:
www.watterforpeople.org

Subchapter 3.6: Florida 2040 Committee

I. Purpose

Florida 2040 is a continuous framework for the development of the Section's vision for sustainable water infrastructure. This vision encompasses interconnected supply systems created by an assortment of multijurisdictional water supply entities, utilizing diverse sources, including surface waters and desalinated brackish water and seawater, efficiently managed and distributed; to meet the demand, while a high level of water use efficiency curbs demand and the need for new supplies.

II. Structure

The Committee shall consist of a Chair and at least three (9) additional members.

III. Topics

A representative group of our members directs framework development related to the following nine topics:

- 1) Climate Change
- 2) Water Resources Management
- 3) Surface Water
- 4) Desalination
- 5) Conservation
- 6) Reuse
- 7) Governance/Funding
- 8) Partnerships
- 9) Water Allocation and Transfer

IV. Procedures

The Chair of the Committee directs the progress of the group through meeting, summits and other vehicles of communication to develop consensus position papers on water policy to benefit the State of Florida.

Subchapter 3.7: Marketing Committee

I. Purpose

This Committee shall ensure a uniform brand or look for Section publications and promotional materials. This Committee's purpose is also to keep the Florida Section webpage updated to current standards.

II. Structure

The Committee shall consist of a Chair and at least three (3) additional members.

III. Procedures and Reports

- 10) To achieve a uniform brand or look for Section publications and promotional materials this Committee shall provide graphic layout, design services and text editing for quality control of published materials (Annual Conference, Drinking Water Day, Water Utility Council Report, Florida Water Resource Journal Ads, Section Brochure, letterhead, business cards, web site, etc.). They will arrange for the printing and distribution of publications.
- 11) The Committee shall also promote Section events via E-mails, telephone calls and specially designed promotional materials.
- 12) The Committee shall submit quarterly reports to the Executive Committee summarizing the status of promotional efforts, including a report on the publications distributed during the past quarter (title, number of copies distributed, date, and cost).
- 13) The Committee shall work with Region Chairs to identify material and comments that are consistent with Section views that should be included on the Florida Section website. They will consistently update the website by adding or removing appropriate information in a timely manner.
- 14) Improve the Section's use of social media.
- 15) Implement the Section Strategic Marketing Plan.

Chapter 4: Council Guidelines

I. General

In general, the objective of the Councils is to develop and implement programs to support the Section Strategic Plan through Committees with specific action plans. The Councils shall provide guidance for these Committees and monitor their successes. The Councils are responsible to the Board of Governors including, but not limited to, planning, organizing, directing, and coordinating all of their activities. The Councils shall carry out any duties and responsibilities assigned to them by the Board of Governors and are responsible for the Committees that report to them.

II. Formation

It requires at least ten (10) members willing to serve for a minimum of three (3) years to form a Council. In the formation of a new Council, names of the members, a mission statement, goals and objectives, at-large membership requirements, Committee programs, and other organizational functions for the Council must be provided to the Executive Committee. This information will be reviewed by the Executive Committee before they make any recommendation to the Board of Governors for approval to create this new Council.

Once this Council has been formed, copies of the report describing the Council will be filed with the Section Executive Director to become a permanent record for reference and guidance for future Council members. Existing Councils may be dissolved by action of the Board of Governors.

Council Officers:

- 1) Council Chair
- 2) Council Vice-Chair
- 3) Council Secretary

The Chair and Vice-Chair of a newly established Council shall be appointed by the Board of Governors; in subsequent years the Nominating Committee shall nominate these positions. The Council Chair shall select the Council Secretary.

III. Qualification for Service

Qualifications for service as an officer of a Council are listed in *Chapter 3, Subchapter 3.3, IV* of the Standard Practices Manual. No member of a Council shall hold more than two (2) positions within that Council. Additional qualifications may be noted in the Council descriptions.

There shall be an officer representative from the Board of Governors that will serve on each Council. This officer representative cannot serve as a Council Officer; a Council Officer cannot serve as a Chair of one of the Committees of the Council.

IV. Term of Service

Council officers serve for a term of two (2) years and consecutive terms may not be served. Exceptions to length of term may be noted in Council descriptions. Loss of membership for any reason is cause for automatic termination of service. In the case of a vacancy, the Executive Committee shall appoint a temporary replacement until the next Annual Business Meeting. Any temporary replacements shall be ratified at the next Board of Governors' meeting.

V. Duties and Responsibilities

Council Chair shall:

- Manage and coordinate all Council affairs
- Report Council activities to the Board of Governors at each of its meetings.
- Inform all Committee Chairs within the Council of the policy decisions made by the Board of Governors that impact the committee.
- Select, with the aid of the Section Chair, the Committee Chair to receive the award for *“Distinguished Service by a Committee Chair”*.
- If it is found that a Committee, its officers or members are not adequately functioning or performing their duties, the Chair will attempt to rectify this. If this is unsuccessful, recommendation shall be made to the Executive Committee to replace ineffective member(s) or to dismiss and reactivate the entire Committee.

Council Vice-Chair shall:

- Serve on the Strategic Planning Committee
- Maintain contact with Committee Chairs to review progress
- Keep the Chair of the Strategic Planning Committee informed of progress towards goals of the Strategic Plan

Council Secretary shall:

- Perform secretarial and administrative duties for the Council.
- Coordinate with the Section Executive Director.
- Exercise initiative and independent judgment to effectively support Council Committees.
- Attend all Council meetings, duly recording the proceedings and distribute this information.

- Notify Council members, Section Officers and the Section Executive Director of meeting dates, time, and place and provide a copy of the agenda.
- Maintain a current list of Council members, Committee Chairs, Committee members, Subcommittee members, and task teams with all contact information. This list will be distributed to the officers of the Board of Governors and the Section Executive Director.
- Keep a current organizational chart of the Council.
- Coordinate with the Council Chair to forward all policy decisions from the Board of Governors to the appropriate Committees.
- Maintain Council meeting minutes and records.
- Coordinate all correspondences with duplicates forwarded to the Section Executive Director or his/her staff.
- Receive copy of all correspondence to the Council Chair Work with any new Committee Chair to prepare the Committee specification that must be submitted to the Executive Committee for Board of Governors for approval of the Committee.

VI. Membership

The Council(s) shall have the following voting members:

- 1) Council Chair
- 2) Council Vice-Chair
- 3) Council Secretary
- 4) Section Officer Representative
- 5) Chair from each of the Council's established Divisions
- 6) Chair from each of the Council's established Committees
- 7) At-Large Members

Non-members of AWWA may be selected to serve on a Committee as “advisors” due to special knowledge that they possess on some aspect of the Committee's goal; these advisors will not have voting rights.

The maximum number of at-large members is fifteen (15). Exceptions in the Water Utility Council, Manufacturers/Associates Council and Public Affairs Council allow for unlimited at-large membership. In the initial year, one-third (1/3rd) of the at-large members will be designated to serve one (1), two (2) or three (3) years each. In the following years the actual number of at-large members shall be divided by three, as the number to be appointed annually.

VII. Meetings

Council meetings are held at least twice annually prior to the Board of Governors meetings. Here Councils shall meet with the Chairs of their assigned Committees to review the progress towards the goals of the Section Strategic Plan. A quorum is reached when seven (7) members are present. Teleconferencing is encouraged, as determined by the Council Chair, to evaluate the progress of the assigned Committees.

VIII. Reports

The Committee or Division activities shall be orally reported to the Council by the Committee or Division Chair. A written report summarizing the activities accomplished, activities not meeting planned objectives, proposals for new programs where funding is required, or budgeting amendments for changes in existing programs should be provided by the Council Chair. This report will go to the Section Executive Director prior to the deadline set by the Executive Director to be distributed with the Board's agenda for their review. The Council Chair will then report the progress at the Board of Governors' meeting, only reporting on items that require action.

The Council shall prepare both yearly and long-range plans that satisfy the Council's Mission Statement and are compatible with the Association's and the Section's Strategic Plans. They shall submit to the Treasurer and Executive Director, by September 30th of each year, an annual budget based on specific programs established by each Committee. The proposed budget requirements require a vote by the Board of Governors at the November Board of Governor's meeting.

IX. Task Force

A task force is a cross-Council unit with a specific objective and will report to the Executive Committee. The Chair of the task force will be appointed by the Section Chair. The task force Chair shall solicit membership for the task force from all units of the Section, seeking members that have specific knowledge or experience in the task to which it is assigned. A task force will have a fixed life of four (4) years and will be re-evaluated at the end of that term.

Section 4.1 Council Committees

A new Committee may be created whenever a Council determines that a specific matter requires the attention of the Florida Section and would affect or is affecting the general membership of the Association. Committees are encouraged to form Subcommittees when appropriate.

Candidates wanting to serve on a Committee shall meet the candidate requirements as stated in *Chapter 3, Subchapter 3.3*, of the Standard Practices Manual. Selections will be made by the Council Chair. Positions will be introduced at the next Board of Governors meeting. The Committee Chair should have previously been involved in the Section at some level. Term in office is for three (3) years and two (2) consecutive terms may be served.

Members of the Committee shall be selected by the Committee Chair and will be agreed upon by the Council Chair.

Section 4.2 Council Divisions

A Division is a grouping of Committees in a related discipline with like objectives within a Council. The Division Chair shall act as liaison to the Council to which they belong.

I. Formation

A new Division may be created by a Council to facilitate the interaction of a group of Committees within a Council. In the formation of a new Division, names of the members, a mission statement, goals and objectives, and other organizational functions for the Division must be provided to the Executive Committee. This information will be reviewed by the Executive Committee before they make any recommendation to the Board of Governors for approval to create this new Division.

Existing Divisions may be dissolved by action of the Board of Governors, at the request of the Council Chair. Division descriptions, if available, are located with the Council to which they are assigned.

II. Division Officers

- 1) Division Chair
- 2) Division Vice-Chair
- 3) Division Secretary

The officers of a newly established Division shall be appointed by the Council Chair.

III. Qualification for Service

Qualifications for service as an officer of a Division are stated in *Chapter 3, Subchapter 3.3, IV* of the Standard Practices Manual. No member of a Division shall hold more than two (2) positions within that Division. Additional qualifications may be noted in the Division descriptions.

IV. Term of Service

Division officers serve for a term of two (2) years and consecutive terms may not be served. Exceptions to length of term may be noted in the Council descriptions. Loss of membership for any reason is cause for automatic termination of service.

V. Duties and Responsibilities

The Division Chair shall:

- Act as officer liaison to their Council
- Select Division members with concurrence of the Council Chair

- Select Committee members with the concurrence of the Council and Committee Chairs

I. Membership

The Division shall consist of:

- 1) Division Chair
- 2) Vice-Chair
- 3) Members of any Committees within the Division.

There shall be a minimum of two (2) Committees in each Division. Non-members of AWWA that have been selected to serve on a Division as “consultants” due to special knowledge that they possess on some aspect of the Division’s goal; these consultants will not have voting rights.

II. Meetings

Division meetings are held as deemed necessary and called by the Division Chair. The number of meetings will vary with the purpose of the Division. Each Division Chair is encouraged to meet at least annually at the Fall Conference. A quorum is reached when a majority of Division members are present. Teleconferencing is encouraged, as determined by the Division Chair, to keep members involved with Division activities.

III. Reports

The Division activities and accomplishments shall be orally reported to the Council by the Division Chair. Division reports will be filed with the Council Secretary and become a permanent record for reference and guidance to future Division members.

Section 4.3 Councils Formed

The following Councils are formed by and report directly to the Board of Governors. Specific information on each Council are included in the following subchapters of Chapter 4.

- | | |
|----------------|--|
| Subchapter 4.1 | Contractors Council (CC) |
| Subchapter 4.2 | Manufacturers/Associates Council (MAC) |
| Subchapter 4.3 | Member Engagement & Development Council (MEDC) |
| Subchapter 4.4 | Operators and Maintenance Council (OC) |
| Subchapter 4.5 | Public Affairs Council (PAC) |
| Subchapter 4.6 | Technical and Education Council (TEC) |
| Subchapter 4.7 | Water Utility Council (WUC) |

Subchapter 4.1: Contractors Council (CC)

I. Mission Statement

To be responsible for outreach and education of Florida Section AWWA membership with regard to general construction practices, procurement initiatives, safety and best practices' analyses.

II. Goals and Objectives

This Council shall be responsible for establishing Committees to efficiently administer the duties as outlined in the Mission statement, or as assigned by the Board of Governors.

The Contractors Council Chair shall annually report Council activities to the Board of Governors, submitting a copy of the report to the Section Executive Director at least thirty (30) days prior to the November Board of Governors' meeting so that it can be forwarded to the Board of Governors for advance review. This report shall include a summary of Council activities and any proposals for new programs or changes to existing programs. This *Contractors Council Annual Report* shall also be forwarded to the Member Engagement & Development Council to be incorporated in the Florida Section AWWA Annual Report and forwarded to the other Councils for their information.

The Section Past-Chair is the representative from the Board of Governors that serves on this Council.

III. Committees of the Contractors Council:

4.2.1 Publications Committee

4.2.2 Education and Outreach Committee

4.1.1 Publications Committee

I. Purpose

This Committee is responsible for the organization of an Annual Calendar of topics to be published in *The Florida Water Resource Journal*.

II. Structure

The Committee shall consist of a Chair and at least two (2) additional members.

III. Procedures and Reports

The Committee shall assign volunteers to write articles for the Annual Calendar and shall coordinate completion of the articles to meet publishing deadlines. They will submit reports to the Contractors

Council Chair on a quarterly basis that will summarize the status of all articles being prepared for the FWRJ and any other future commitments to the Journal.

4.1.2 Education and Outreach Committee

I. Purpose

It is the purpose of this Committee to increase training and awareness of issues relating to construction and the constructability of capital improvement projects within the Section.

II. Structure

This Committee shall consist of a Chair and at least three (3) other members.

III. Meetings and Reports

This Committee will meet to implement their functions, or use teleconferencing as called by the Committee Chair. The Chair of this Committee shall submit quarterly reports to the Contractors Council Chair which summarizes Committee activities. Copies of this report will be filed with the Secretary and with the Council Chair to become a permanent record for reference and guidance to future Committee members.

IV. Procedures

This committee shall arrange a workshop at the FWRC Conference and one at the Florida Section AWWA Fall Conference. Other workshops may be arranged in other situations.

Subchapter 4.2: Manufacturers/Associates Council (MAC)

I. Mission Statement

To be responsible for the coordination and direction of Committees that represents Manufacturers and Associates in the Florida Section.

II. Goals and Objectives

The Manufacturers/Associates Council shall provide responsible representation of Manufacturer/Associate members in the Florida Section by developing programs and activities. This shall encourage membership and participation. The Council will provide policy input and develop responses within the framework of the Florida Section on matters affecting Manufacturer/Associate members.

Candidates for at-large members must be associates, distributors or manufacturer's representatives; they must be members of AWWA. The number of at-large members is unlimited.

The Chair-Elect is the representative from the Board of Governors that serves on the Council. Chair of this Council shall Chair the Manufacturer's Annual Outstanding Service Awards Committee and the Robert L. Claudy Award Committee.

The Section Chair-Elect is the officer representative from the Board of Governors that serves on this Council.

III. Committees of the Manufacturers/Associates Council

- 4.2.1 Fall Conference Committee
- 4.2.2 Awards Committee
- 4.2.3 Membership Committee

4.2.1 Fall Conference Committee

I. Purpose

This Committee oversees the coordination and administration of the winter Florida Section AWWA Conference.

II. Structure

This Committee shall consist of:

- 1) Committee Chair
- 2) Conference Vice-Chair
- 3) Program Chair
- 4) Registration Chair
- 5) Exhibits Chair
- 6) Finance Chair
- 7) Sponsorship Chair
- 8) Recognition Chair
- 9) Golf Tournament Chair
- 10) Hotel Chair
- 11) Marketing Chair
- 12) Site Selection Chair
- 13) Events Chair
- 14) Tapping Contests Chair
- 15) Meter Madness Chair
- 16) Backhoe Rodeo Chair
- 17) Technical Program Chair

III. Subcommittees

- D. Competitions
- E. Backhoe Rodeo Contest
- F. Meter Madness Contest
- G. Tapping Contests
- H. Exhibits
- I. Golf Tournament
- J. Marketing/Website
- K. Poker Tournament
- L. Site Selection
- M. Sponsorships

Other committees may be formed by the Chair as required to effectively organize and conduct a successful Conference.

IV. Procedures and Reports

Formal meetings will be called by the Committee Chair. Formal reports shall be provided to the Board of Governors for their review and approval. The reports are as follows:

- Site location
- Contract with hotel or conference center
- Planned programs and activities

- Final income/expense statement of both the conference and golf tournament. The final income/expense statement shall be submitted to the Treasurer.

4.2.2 Awards Committee

This committee shall maintain the following subcommittees:

- A. Robert L. Claudy Award Subcommittee
- B. Manufacturer's Annual Outstanding Service Award (MAC Daddy Award) Subcommittee
- C. MAC Lifetime Achievement Award
- D. Outstanding Service by a MAC Member Subcommittee
- E. Outstanding Service by a Manufacturer Subcommittee
- F. Water Distribution Awards Subcommittee

A. Robert L. Claudy Award Subcommittee

(1) Purpose

This Committee shall choose who they feel best represents dedication, devotion, determination and professionalism in creating greater importance for water quality in the industry, community and the Florida Section AWWA.

(2) Structure

This Committee shall be composed of the following five (5) members:

- 5) MAC Chair
- 6) Section Chair-Elect
- 7) MAC at-Large member
- 8) MAC at-Large member
- 9) MAC at-Large member

(3) Procedures and Reports

This award is named in the honor of Robert L. Claudy, who was a past President of the Florida Section AWWA. He dedicated his time and efforts towards furthering the importance of Water Quality. The Committee will make its nominations based on the awardees' accomplishments and fulfillment of the purpose of this award. This award is presented on behalf of the Manufacturers/Associates Council of the Florida Section and a plaque will be presented by the MAC Chair at the Annual Business Meeting.

B. Manufacturer's Annual Outstanding Service Award (MAC Daddy Award) Subcommittee**(1) Purpose**

This Committee is to select a company and an individual whose outstanding performance for the Florida Section deserves special recognition.

(2) Structure

This Subcommittee shall be composed of the Chair of the Manufacturer/Associates Council and the last three (3) recipients of this award.

The Chair of the MAC shall serve as Chair of this Committee.

(3) Procedures and Reports

This Committee shall make their selections based on the information submitted on the entry forms provided. The criteria for these awards shall be based on, but not limited to, the following:

- Membership in AWWA
- Success in establishing programs relating to the Section Strategic Plan
- Performance of training programs for his/her customers
- Providing updates on products to his/her customers
- Attendance at all meetings
- Contributions in the resolution of problems
- Contributions in establishment of policies and programs
- Active participation in the Florida Section AWWA

Committee members and the companies they represent are not eligible for these awards. A recipient can only receive this award one time; it is not mandatory that these awards be given annually. A plaque or other appropriate recognition will be given to the recipient at the Florida Section Conference Business Luncheon by the MAC Chair.

The MAC Chair will notify the Awards Committee Chair if these awards are being presented so that the Awards Committee Chair can assure that the awards are on the Awards Luncheon agenda.

C. MAC Lifetime Achievement Award Subcommittee**(1) Purpose**

Established in 2018, this Committee was established to recognize individuals whose contributions to the MAC are life-long, have significantly affected the Florida Section, and are deserving of special recognition. The first recipient was Rick Ratcliffe.

(2) Structure

This Subcommittee shall be composed of the Chair of the Manufacturer/Associates Council and the last three (3) recipients of this award.

The Chair of the MAC shall serve as Chair of this Committee.

(3) Procedures and Reports

This Committee shall make a selection only when warranted and not on a yearly basis.

D. Outstanding Service by a Manufacturer Subcommittee

The Manufacturer selected for this award shall complete the “Outstanding Service by a Manufacturer” form found in on the Section’s website.

E. Water Distribution Awards Subcommittee**(1) Purpose**

This Subcommittee selects four (4) Utilities that are members of AWWA (Organization or Individual) whose outstanding performance during the preceding year deserves special recognition based on, but not limited to, the following:

- Actively supports the activities of the Florida Section
- Demonstrates high standards and integrity
- Has completed the required questionnaire

If a Utility is represented by one of the Subcommittee members, they are not eligible to receive the award.

(2) Structure

This Subcommittee shall be composed of the following five (5) members:

- 1) Section Awards Committee Chair
- 2) Section Awards Committee Vice-Chair

- 3) Section Vice-Chair
- 4) Section Secretary
- 5) Representative from the Member Engagement & Development Council

(3) Procedure and Reports

This Subcommittee shall make their selection of Utilities based on size (eight divisions). The application forms can be downloaded from the Section's website. Selections shall be made using the information submitted on the entry.

A maximum of eight recipients per year are selected if the applicants are worthy (only one per division). The recipient must be a member of FSAWWA (either as an individual or the organization).

It is not mandatory that the awards be presented annually. A report shall be submitted to the Executive Director following the Application Criteria Summary which covers:

- Water Quality
- Operation Records
- Maintenance
- Professionalism
- Safety
- Emergency preparedness
- Cross connection / control program

The results are announced at The Section's Fall Conference Awards Luncheon. The FSAWWA Chair or designee shall also present the awards at each recipient's Council or Commission Meetings.

4.2.3 Membership Committee

I. Purpose

This Committee shall promote AWWA membership and specifically in the MAC.

II. Structure

This Committee shall consist of at least three (3) members.

III. Procedures and Reports

This Committee will promote membership for the Manufacturers/Associates Council on a regular basis. This can be accomplished in conjunction with regular customer contacts.

Subchapter 4.3: Member Engagement & Development Council (MEDC)

I. Mission Statement

To assure that the Committees assigned to the Member Engagement & Development Council carry out the duties and responsibilities assigned to them and that these duties are approved by the Board of Governors.

The Member Engagement and Diversity Council (MEDC) is responsible for promoting and increasing the membership of the Florida Section of the American Water Works Association (FSAWWA). The FSAWWA continues to strive to be the association of choice for water utilities, professionals, and organizations. We acknowledge that meaningful engagement for members is the key to making this vision a reality. While involvement might look different for everyone, a variety of opportunities are available to meet the interests of our diverse membership. Our membership includes students and young professionals, utilities, operators and maintenance workers, consultants and engineers, equipment suppliers and manufactures, and other industry professionals who provide solutions to improve public health, protect the environment, strengthen the economy, enhance our quality of life, and to help deliver clean drinking water to Florida.

II. Goals and Objectives

The Member Engagement & Development Council shall be responsible for the establishment, coordination and direction of Committees relating to the Section's administrative functions.

The Association Director is the officer representative from the Board of Governors that serves on this Council.

III. Committees of the Member Engagement & Development Council

- 4.3.1 Membership Committee
- 4.3.2 Diversity and Member Inclusion Committee
- 4.3.3 Young Professionals Committee
- 4.3.4 Roy Likins Scholarship Committee
- 4.3.5 A.P. Black Cup Recruitment Award Committee

4.3.1 Membership Committee

I. Purpose

The Membership Committee is to recruit new Association members and encourage membership renewal. This Committee is concerned with recruitment and retention of all categories of membership.

II. Structure

This Committee shall consist of a Chair and at least four additional (4) members. The Section Secretary is a member of this Committee.

The Chair should possess leadership and administrative qualities. He/she needs to be energetic and enthusiastic in the performance of routine but important clerical and administrative duties and should have served on this Committee previously. All areas of the Section should be represented on the Committee and its membership should have wide acquaintance throughout the Section. A continuous record of membership prospects with their background interests should be maintained.

III. Meetings

The Membership Committee should meet at least twice each year. Conference calls are acceptable.

IV. Procedures and Reports

The Chair will prepare and submit a written report at the Council meetings showing progress of the Committee. Members of the committee shall have ongoing contact with Florida Section members, especially those who are late in paying their dues.

4.3.2 Diversity and Member Inclusion Committee

I. Purpose

The Diversity and Member Inclusion Committee assists in creating an environment that fosters the recruitment, professional development and participation of all professions that work to make a better world through better water and under-represented populations including women, minorities, and the LGBT community.

II. Structure

This Committee shall consist of at least six (6) members including:

- 1) Committee Chair
- 2) One (1) member from the Board of Governors
- 3) Member
- 4) Member
- 5) Member
- 6) Member

III. Procedures

This Committee shall develop, recommend, and implement appropriate programs to accomplish this purpose. Programs and actions will be consistent with the Strategic Plan of the Florida Section and will provide opportunities to more of its members to become actively involved in Section activities and to be better positioned to address the issues currently facing our industry.

4.3.3 Young Professionals Committee

I. Purpose

The Young Professionals Committee organizes and sponsors events to of involve the younger members of Florida Section AWWA and to encourage them to actively participate throughout their careers.

II. Structure

- 1) Committee Chair
- 2) Committee Vice-Chair
- 3) Committee Secretary
- 4) Member
- 5) Member

III. Meetings

Committee meetings are called by the Committee Chair as deemed necessary.

IV. Procedures

The Young Professionals Committee supports other Florida Section Committees and activities by co-hosting events and encouraging Young Professionals to participate in Region events. This committee shall manage the following events.

- Annual YP Summer Seminar
- Water Bowl

4.3.4 Roy Likins Scholarship Committee

I. Purpose

This Committee is to recognize and reward qualified students in Florida institutions of higher learning, in order to promote the Florida Section AWWA.

II. Structure

The Committee shall consist of five (5) members interested in encouraging young people to pursue a career related to the drinking water industry.

III. Meetings

The Committee Chair will call a meeting of the Committee in December of each year to determine the number of scholarships that will be awarded and one in April to select awardees. Minutes of the meetings will be distributed to the Chair of the Member Engagement & Development Council.

IV. Procedures and Reports

The Likins Scholarship Fund Board of Trustees (Likins Board) will recommend the number and value of scholarships to be awarded each year. The Scholarship Committee will review applications and select scholarship awardees from students who demonstrate leadership and academic achievement in the drinking water industry. Funding for the scholarships will be from the Likins Scholarship Fund. These funds shall be invested by the Section Treasurer under advice of the Finance Committee. The general formula for annual disbursements of revenues will be as follows:

- All proceeds generated from the previous twelve months through fundraisers and donations awarded first
- Expenses incurred for advertising, promotion, and running fundraisers will be paid from the Likins Scholarship Fund

The Scholarship Committee will solicit annually during the period from January through May for applicants for the Roy Likins Scholarships. Applicants will be judged and awardees selected and announced no later than July 15th of each year. Requirements for scholarship eligibility are as follows:

- Applicant must be an upper level undergraduate (over 65 credit hours) or graduate student enrolled in an accredited Florida institution and currently majoring in an area related to the drinking water industry
- Applicant must have a minimum 3.0 grade point average based on a 4.0 system
- Previous scholarship recipients are not eligible

Scholarship recipients will be selected by the Roy Likins Scholarship Committee.

Awardees will be selected based on their academic performance, work experience, community and civic activities, honors, career goals, letters of recommendation, and evidence of leadership, motivation, character, and self-reliance. At the option of the Scholarship Committee, the top five candidates may be telephone interviewed by a member of the Committee.

V. Revenues and Funding

Revenue for the scholarship fund will be generated through fundraisers and other contributions. The scholarship fund will be maintained separately from all other Florida Section accounts by the Section Treasurer. The scholarship account will not be available to the organization, Trustees, officers, members, founders, or contributors and no part of the scholarship funds earnings shall be to the benefit of any private member or individual.

VI. Presentation of Awards

The awards will be presented by the Section Chair or his/her designee at a location decided on by the Section Chair and recipient, preferably at the Annual Business Meeting.

4.3.5 A.P. Black Cup Recruitment Award Committee

I. Purpose

The purpose of this Subcommittee is to recognize the person who accumulates the most recruitment points for new or approved reinstated members during a one (1) year period (calendar year).

II. Procedure and Reports

This award is presented annually by the Membership Committee Chair. A permanent cup inscribed with the names of all previous winners shall be passed on from year to year. A miniature personal cup shall be presented for the winner. Recruitment points will be awarded using AWWA Headquarters' guidelines for the Ambassador Award. The Florida Section will grant one exception and will award one half of a point credit for each student member signed up. No points will be awarded for signing delinquent (reinstated) members, unless their name appears on the computer print-out from AWWA Headquarters, Reinstated Members Print-out.

Subchapter 4.4: Operators and Maintenance Council (OMC)

I. Mission Statement

To increase member services to water and distribution system operators and maintenance personnel through increased opportunities. These opportunities include association leadership, participation, local networking, and expanded awards and recognition programs. The Council will provide direction on long-term operator and maintenance staff needs and priorities to the Board of Governors.

II. Goals and Objectives

This Council is responsible for the establishment, coordination and direction of Committees to efficiently administer the duties as outlined in the Mission statement, or as assigned by the Board of Governors.

A significant portion of the membership of the Florida Section is represented by operators. This Council offers specialized services for these members and provides exposure to new technologies and products. This in turn allows for more visibility along with active participation and representation in the Florida Section and produces a need for long-term planning to meet future needs.

Through this Council there are possible liaison positions with the local FWPCOA. This, along with local operator and maintenance staff representation within each region, presents many networking opportunities which serves to assist in career advancement.

The Section Chair-Elect is the officer representative from the Board of Governors that serves on this Council.

III. Structure

The Operators and Maintenance Council shall be organized as follows:

- 1) Council Chair
- 2) Council Vice-Chair
- 3) Operators Committee Chair
- 4) Operators Committee Vice Chair
- 5) Maintenance Committee Chair
- 6) Maintenance Committee Vice Chair
- 7) Awards Committee Chair
- 8) Scholarship Committee Chair
- 9) Top Ops Committee Chair
- 10) Top Ops Committee Vice Chair

IV. Committees of the Operators and Maintenance Council

- 4.4.1 Operators Committee
- 4.4.2 Maintenance Committee
- 4.4.3 Awards Committee
- 4.4.4 Scholarship Committee
- 4.4.5 Top Ops Committee

4.4.1 Operators Committee

I. Purpose

This Committee oversees Operator outreach and communication and reports activities and planning to the Council Chair.

II. Duties

- Arrange for and attend Operators Committee meetings
- 2 each year at Conferences
- Other conference calls
- Operator outreach and communication
- Report activities and planning to O&M Council Chair

4.4.2 Maintenance Committee

I. Purpose

This Committee oversees Maintenance outreach and communication and reports activities and planning to the Council Chair.

II. Duties

- Arrange for and attend Maintenance Committee meetings
- 2 each year at Conferences
- Other conference calls
- Maintenance staff outreach and communication
- Report activities and planning to O&M Council Chair

4.4.3 Awards Committees

I. Duties

- Collect award applications by March 15th of each year

- Judge and identify the winners
- Attend FWRC Awards Luncheon to present awards (April each year)

II. Subcommittees of this committee are:

- A. Most Improved Water Treatment Plant Award Subcommittee
- B. Outstanding Water Treatment Plant Operator Award Subcommittee
- C. Outstanding Water Treatment Plant Awards Subcommittee

A. Most Improved Water Treatment Plant Award Subcommittee

(1) Purpose

The purpose of this award is to provide recognition and incentive for Utilities to upgrade and improve items listed below:

- Water quality
- Water aesthetics
- Plant maintenance
- Record-keeping
- Safety record
- Standards compliance

(2) Structure

This award shall be judged by the Outstanding Water Treatment Plant Award Subcommittee.

(3) Procedures and Reports

Selection shall be made only from those facilities that have completed an application form that has been submitted to the Section Awards Chair prior to September 30th of the evaluation year.

B. Outstanding Water Treatment Plant Operator Award Subcommittee

(1) Purpose

This Subcommittee shall select a water treatment plant operator whose outstanding personal performance is deserving of special recognition.

(2) Structure

This Subcommittee shall consist of five (5) members including:

- 1) Member of the Section Awards Committee
- 2) Last recipient of this award
- 3) 2nd last recipient of this award
- 4) 3rd last recipient of this award
- 5) A representative from a regulatory or public agency that is associated with operator training and advancement

The member of this Committee that is on the Section Awards Committee shall serve as Chair.

(3) Procedures and Reports

Nominations should be sought from:

- Members of the Board of Governors
- The Regional Directors of the Operators Association
- District offices of the Florida Department of Environmental Regulation
- Pertinent professionals of several County Health Departments that are listed on the application form found in the Appendix

(4) Criteria

The criteria for this award are as follows:

- Individual service to the Section
- Work done for fellow operators
- Personal achievement
- Outstanding plant operation with consideration given to the condition of the equipment

Appointments for this award are made at the discretion of the Section Chair when a recipient is not provided by the Subcommittee.

C. Outstanding Water Treatment Plant Awards Subcommittee

(1) Purpose

This Subcommittee shall select nominees for awards for water treatment plants in each of two (2) size categories, A-B and C-D. Judgment shall be based on consistent treatment with consideration given to the state of the equipment.

(2) Structure

This Subcommittee shall consist of five (5) members that must be familiar with treatment plant operation and preferably represent State and/or County regulatory agencies.

(3) Procedures and Reports

Selection shall be made only from those facilities which submit applications, found in the Appendix, to the Section for consideration prior to July 1st of the evaluation year. The applicants must submit or make readily available pertinent data, reports, summaries, or other evidence as related to the criteria used in the selection process.

The criteria, approved by the Board of Governors, are set forth herein:

- Annual and monthly operational reports
- Analysis of raw water
- All tests conducted in accordance with latest edition of standard methods
- State of appearance and maintenance
- Number and type of complaints recorded
- Record-keeping
- Quality of treated water in comparison with raw water
- Record of meeting standards
- Laboratory reports and logs
- Operator status and training
- Thoroughness in completing the self-nominating award form
- Additional standards as may be established by regulatory agency(ies) (Health Dept./FDEP) for the evaluation period involved

Each applicant plant shall be visited by at least two (2) Subcommittee members for evaluation purposes. Plants will be evaluated using a schedule of values established by the Subcommittee.

4.4.4 Scholarship Committee

I. Purpose

This Committee judges and awards scholarships.

II. Duties

- Collect scholarship applications by June 1 each year
- Work with Scholarship Committee to judge and award scholarships

- Attend the Fall FSAWWA Awards ceremony to present scholarships

4.4.5 Top Ops Committee

I. Purpose

This Committee is to recognize and promote excellence and professionalism for plant operators in all aspects of water treatment.

II. Structure

The Committee shall be composed of a Chair and as many members as the Chair feels are required to complete the task of the competition. The Committee members shall be appointed by the Chair.

The Chair shall be selected by the Council Chair. This person shall serve three (3) three-year terms. The term may be extended at the discretion of the Board of Governors.

III. Procedures

Teams of one (1), two (2) or three (3) operators from water treatment plants in Florida will compete against each other in a competitive, fast paced, question and answer tournament. A moderator will pose a broad range of technical questions. Points will be awarded to the team that answers the questions correctly. If a team chooses to answer before the question is completely read or the main idea has been expressed and the answer is incorrect, the other team(s) shall be given the opportunity to answer the question. Preliminary rounds will be organized by the Top Ops Committee based on the total number of competitors. At the end of the preliminary rounds, the two teams with the highest scores advance to the championship round of the competition. The team that scores the most points in the championship round will be awarded the Top Ops Champion Title; the other team shall be awarded the Top Ops Runner-up Title. The Top Ops Champion shall represent the Florida Section at the AWWA Annual Conference Top Ops Challenge. In the event that the first-place team cannot attend ACE, the runner up team would represent the Florida Section. No video, audio, or digital recordings will be allowed during the competition.

Subchapter 4.5: Public Affairs Council (PAC)

I. Mission Statement

To be responsible for the establishment, coordination and direction of Committees relating to public information and public relations' functions.

II. Goals and Objectives

The Public Affairs Council shall serve as consultants to the Board of Governors to assist the Section in developing and maintaining effective relationships with the public. They shall plan, coordinate and evaluate public information and public relations' programs and activities. These are functions that will be addressed within the specifications for the Committees that are the responsibility of this Council. At-large membership is unlimited.

The Section Secretary is the representative from the Board of Governors that serves on this Council.

III. Reports

The Council Chair shall submit a report of Council activities to the Section Executive Director by the deadline set by the Executive Director. This report shall include a summary of Council activities, any proposals for new programs or proposed changes to existing programs.

IV. Committees of the Public Affairs Council

4.5.1 Youth Education and Outreach Committee

4.5.2 Utility Education and Outreach Committee

4.5.1 Youth Education and Outreach Committee

I. Purpose

The purpose of this Committee is to:

- Increase public recognition of the Florida Section, its membership, and the Association as authorities on drinking water issues
- Develop and disseminate information on the Section activities and water industry function to the various communities which the Section serves
- Promote and support the "Drinking Water Week" and the "Youth Education" programs
- Sponsor and aid the presentation of Management Development Programs
- Serve as this Section's liaison with the National AWWA Advancement Committee

- Perform any other Committee functions assigned
- Serve as an “internal resource” to aid Florida Section AWWA members in the development and implementation of educational programs to assist the public in understanding Florida’s drinking water resources or any other current and emerging issues

II. Structure

This Committee shall consist of a Chair and at least three (3) other members.

III. Meetings and Reports

This Committee will meet to implement their functions, or use teleconferencing as called by the Committee Chair. The Chair shall submit quarterly reports to the PAC Chair which summarizes Committee activities. Copies of the report will be filed with the Secretary and the PAC Chair to become a permanent record for reference and guidance to future Committee members.

IV. Procedures

This Committee’s purpose may be accomplished through workshops, seminars, materials development and conference papers.

V. Subcommittees

The following are subcommittees of the Youth Education and Outreach Committee.

- A. Drop Savers Subcommittee
- B. Model Water Tower Competition Subcommittee

A. Drop Savers Subcommittee

(1) Purpose

The purpose of this Subcommittee is to develop and promote a student poster competition within Florida schools, with the goal of water education to students.

(2) Structure

This Subcommittee shall consist of a Chair and two (2) other members. The Chair shall have wide knowledge of the Section.

(3) Procedures and Reports

The Subcommittee shall promote the event, as closely related to drinking water week, in coordination with water utilities and schools.

B. Model Water Tower Competition Subcommittee

(1) Purpose

The purpose of this Subcommittee is to develop and promote the Model water tower competition (MWTC) within Florida schools, with the goal of water education to students.

(2) Structure

This Subcommittee shall consist of a Chair and two (2) other members. The Chair shall have wide knowledge of the Section. Each region which conducts a competition shall have a regional lead for the event.

(3) Procedures and Reports

The Subcommittee shall promote the event, in coordination with local agencies, utilities, and schools. The sub-committee, in coordination with each region, shall be responsible for annual establishment of rules, criteria, establishing venues, outreach to schools, and promoting the events. The sub-committee shall primarily be focused on developing state-wide criteria, supporting documentation to support each regional event. Additionally, they shall assist to establishing events in regions which are starting MWTC.

4.5.2 Utility Education and Outreach Committee

I. Purpose

- Provide support to utilities to increase public recognition in the Florida Section, its membership, and the Association as authorities on drinking water issues.
- Develop and disseminate information on the Section activities and water industry function to the various communities which the Section serves.
- Promote and support educational and outreach events in coordination with utilities, such as the Water Wagon.
- Perform any other Committee functions assigned.

II. Structure

This Committee shall consist of a Chair and at least three (3) other members.

III. Meetings and Reports

This Committee will meet to implement their functions, or use teleconferencing as called by the Committee Chair. The Chair shall submit quarterly reports to the PAC Chair which summarizes Committee activities. Copies of the report will be filed with the Secretary and the PAC Chair to become a permanent record for reference and guidance to future Committee members.

IV. Procedures

This Committee's purpose may be accomplished through workshops, outreach events, seminars, materials development and conference papers

V. Subcommittees

The following are subcommittees of the Utility Education and Outreach Committee.

- A. Water Landmarks Subcommittee
- B. Water Wagon Subcommittee

A. Water Landmarks Subcommittee

(1) Purpose

The purpose of this Subcommittee is to review, identify, and nominate water facilities which have historical significance as Florida water landmarks.

(2) Structure

This Subcommittee shall consist of a Chair and two (2) other members. The Chair shall have wide knowledge of the Section.

(3) Procedures and Reports

The Subcommittee shall nominate a facility or facilities for selection as landmarks, using criteria established by AWWA. The selections must be approved by the Board of Governors.

B. Water Wagon Subcommittee

(1) Purpose

The purpose of this Subcommittee is to promote water, conservation, and the importance of tap water throughout Florida, with the goal of reaching out to the general public.

(2) Structure

This Subcommittee shall consist of a Chair and two (2) other members. The Chair shall have wide knowledge of the Section.

(3) Procedures and Reports

The Subcommittee shall promote the water wagon within FSAWWA's regions, along with utilities. The sub-committee, in coordination with each region, shall be responsible for establishing criteria based on available funding, coordinating event requests, and establishing a continued use of the Water Wagon to events which are consistent with the goals of FSAWWA, specifically in regard to the promotion of tap water and water conservation.

Subchapter 4.6: Technical and Education Council (TEC)

I. Mission Statement

To be responsible for establishment, coordination and direction of Divisions and Committees relating to technical and educational functions.

II. Goals and Objectives

The Technical and Education Council shall organize and coordinate the educational activities of the Section and will provide information and guidance relative to technical issues concerning water resources throughout the State of Florida. These are functions that will be addressed within the specifications for this Council's Committees.

The General Policy Director is the representative from the Board of Governors that serves on this Council.

III. Stand-Alone Committees of the Technical and Education Council

The Technical and Education Council is comprised of two (2) stand-alone Committees as follows:

- A. Finance and Rates Committee
- B. Customer Service Committee

A. Finance and Rates Committee

(1) Purpose

The Finance and Rates Committee focuses on discussing, collaborating, and sharing information regarding new developments and best practices for establishing retail and wholesale water and wastewater rates and charges. The Committee also focuses on the impacts of state laws and regulations, regional issues, as well as national issues impacting development of water and wastewater rates and charges in Florida. In addition to rates and charges, the Committee also engages in discussion around significant management issues impacting the water and wastewater industry.

(2) Structure

Finance Committee shall consist of:

- 1) Chair
- 2) Vice Chair

- 3) Secretary
- 4) One member from the following focus area: Financial Advisory Services
- 5) One member from the following focus area: Rates and Charges
- 6) One member from the following focus area: Management

Definition of the focus areas above is below.

Financial Advisory Services: The most significant challenge facing utility systems across the county is the funding of needed infrastructure renewal, repair, and replacement. This area focuses on general financial issues as they relate to water and wastewater utilities such as: capital funding, financing alternatives, debt issuance, ratings and going to market, state revolving loans, and Water Infrastructure Finance and Innovation Authority (WIFIA).

Rates and Charges. The development of rates and charges includes consideration of local factors such as: the legal environment, regional weather, customer characteristics, affordability considerations, water supply, and wastewater discharges options. It is important for local industry professionals to have access to and understand what other organizations are experiencing and facing in terms of the development of rates and charges.

Management. In addition to traditional finance and rate issues, the Committee is a platform for members to discuss management issues facing the industry. Managers in the water and wastewater industry are experiencing a changing environment including: regulatory challenges, capital funding needs, succession planning, water supply shortages, elimination of effluent discharge options, and a declining industrial customer base. The Committee is a resource for members to discuss these issues and understand how the industry is reacting.

(3) Meetings and Reports

This Division shall meet quarterly. A semi-annual report of the Division's activities shall be submitted to the TEC chair for incorporation into the report to the Board of Governors.

(4) Procedures

No specifications available at this time.

B. Customer Service Committee

(1) Purpose

This Committee shall act as liaison between water Utilities and their customers by offering meaningful and relevant programs to water industry customer service professionals and to provide information, training, and networking opportunities to Utility Customer Service and Billing employees.

(2) Structure

This Committee shall consist of a Chair, a Vice-Chair and at least two (2) other members.

(3) Meetings and Reports

The Committee will meet at least quarterly and provide a report to the PAC and TEC Chair which summarizes Committee activities, proposals for any new programs or proposals for changes to existing programs.

(4) Procedures

No specifications available at this time.

IV. Divisions of the Technical and Education Council

The Technical and Education Council is comprised of five (5) Divisions, Each Division contains two (2) or more Committees with related objectives.

4.6.1 Training Division

4.6.2 Water Quality and Resources Division

4.6.3 Water Use Efficiency Division

4.6.4 Distribution Systems Division

4.6.5 Information & Technology Division

4.6.6 Training Division

4.6.1 Training Division

I. Purpose

The Training Division focuses on providing a wide variety of training opportunities for water professionals throughout Florida

II. Structure

The Training Division shall consist of:

- 1) Division Chair
- 2) Division Vice-Chair
- 3) Members of the Seminar/Webinar & Online Training Committee
- 4) Members of the Safety Committee
- 5) Members of the Small Systems Committee
- 6) Members of the Distribution System/Operator Training and Certification Committee

III. Meetings and Reports

This Division shall meet quarterly. A semi-annual report of the Division's activities shall be submitted to the TEC Chair for incorporation into the report to the Board of Governors.

IV. Procedures

The Training Division will accomplish its goal by offering a variety of recurring sessions around the state. They provide opportunities for operators and engineers to gain continuing education units (CEU) and professional development hours (PDH) in support of their licenses. The programs are offered in a variety of formats including classroom seminars, on-line, webcasts, teleconferences and hands-on training.

This Division coordinates with the Certification and Training Board to review course materials submitted for CEU and PDH credit and assist in assigning the appropriate credits to each course.

V. Committees in the Training Division

- A. Seminar/Webinar & Online Training Committee
- B. Safety Committee
- C. Small Systems Committee
- D. Distribution System/Operator Training and Certification Committee

A. Seminar/Webinar & Online Training Committee

(1) Purpose

This Committee shall identify, plan, coordinate, and promote Section seminars, webinars & online training modules and will assist with Region seminars, as requested by the Region Vice-Chairs. This includes the Summer Seminar, Seminars-in-a-Box, and other opportunity seminars, webinars and online training opportunities.

(2) Structure

The Committee shall consist of at least five (5) members:

- 1) Committee Chair
- 2) One (1) member responsible for the Summer Seminar
- 3) One (1) member responsible for the Seminars-in-a-Box and online training modules
- 4) One additional member
- 5) + At least one (1) additional member

(3) Procedures and Reports

The Committee will coordinate all elements of the seminars, including but not limited to:

- Determining location, date & time of the seminars & webinars
- Providing sign-in/out sheets for participants requesting CEU/PDH credits
- Registration
- Catering

This Committee will submit quarterly reports to the TEC Chair summarizing the status of upcoming seminars and providing data on attendance and financial statements of seminars held within the past quarter.

This Committee shall maintain a list of all people who participate in the on-line training programs and a list of all on-line training programs approved by the Florida Section, with the CEU/PDH credits awarded to each. This information shall be updated at the Committee's quarterly meetings. A quarterly report of activities shall be submitted to the TEC Chair.

B. Safety Committee

(1) Purpose

This Committee promotes safe practices for our members. They establish and evaluate safety performance among the Utilities and recognize those Utilities that have documented an increase in safe work practice, through presentation of Safety Awards.

(2) Structure

This Committee shall consist of a Chair and at least two (2) additional members.

(3) Procedures and Reports

This Committee will distribute questionnaires. They will secure the Safety Award certificates and make sure that the certificates are properly endorsed for presentation at the Florida Section AWWA Conference awards banquet.

The requirement for a Utility to be considered for the Award of Progress is completion of the National AWWA Safety Survey; selection for the award shall be based upon information obtained from this survey.

A full report of Committee activities, including copies of all safety newsletters distributed during the year, will be submitted by the Chair of this Committee to the TEC Chair.

C. Small Systems Committee

(1) Purpose

This Committee provides information, guidance and assistance to small water systems in dealing with the implementation of the Federal Safe Drinking Water Act and its amendments, as adapted to Florida.

(2) Structure

The Small Systems Committee shall consist of at least six (6) members:

- 1) Committee Chair
- 2) At least one (1) member representing the Florida Rural Water Association
- 3) At least one (1) member representing a mobile home park water system
- 4) Additional member
- 5) Additional member
- 6) At least one additional member

Regional Trustees of the Florida Section shall serve as coordinators for this Committee.

(3) Meetings and Reports

This Committee will provide training and technical assistance to small water systems and will stay abreast of all rules and regulations concerning small drinking water systems. This Committee will promote involvement of small water systems in AWWA activities. An annual report of activities, along with recommendations for future programs, shall be submitted by the Chair of this Committee to the TEC Chair.

(4) Procedures

There are statewide seminars conducted in conjunction with other organizations such as the Florida Rural Water Association (FRWA), Florida Department of Environmental Protection (FDEP), and the United States Environmental Protection Agency (USEPA). Technical and information resources are shared between the American Water Works Association (AWWA) and the Florida Watershed Restoration Act (FWRA).

D. Distribution System/Operator Training and Certification Committee

No specifications available at this time.

4.6.2 Water Quality and Resources Division

I. Purpose

The Water Quality and Resources Division will bring water professionals together to promote communication and research related to water quality (drinking water and water in its natural environment) and water resources (including water supply planning, reuse, and management).

II. Structure

The Water Quality and Resources Division shall consist of:

- 1) Division Chair
- 2) Division Vice-Chair
- 3) Division Secretary
- 4) Members of the Contaminants Committee
- 5) Members of the Treatment Systems and Water Reuse Committee
- 6) Members of the Water Resources and Source Water Committee

III. Meetings and Reports

This Division shall meet quarterly. A semi-annual report of the Division's activities shall be submitted to the TEC chair for incorporation into the report to the Board of Governors.

IV. Procedures

The Committees within this Division work to develop, evaluate, and promote technology that improves water quality and efficient water use.

V. Committees in the Water Quality and Resources Division

A. Contaminants Committee

- B. Treatment Systems and Water Reuse Committee
- C. Water Resources and Source Water Committee

- A. Contaminants Committee

- (1) Structure

This Contaminants Committee shall consist of:

- 1) Committee Chair
 - 2) Committee Vice-Chair
 - 3) Committee Secretary

- B. Treatment Systems and Water Reuse Committee

- (1) Structure

The Treatment Systems and Water Reuse Committee shall consist of:

- 1) Committee Chair
 - 2) Committee Vice-Chair
 - 3) Committee Secretary

- C. Water Resources and Source Water Committee

- (1) Structure

The Water Use Efficiency Division shall consist of:

- 1) Committee Chair
 - 2) Committee Vice-Chair

4.6.3 Water Use Efficiency Division

- I. Purpose

To promote water conservation and water efficiency as a tool for effective water resources planning and management, and to advance the science of water use and efficiency regardless of the water source.

- II. Structure

The Water Use Efficiency Division shall consist of:

- 1) Division Chair

- 2) Division Vice-Chair
- 3) Division Secretary
- 4) Members of the Programs and Technologies Committee
- 5) Members of the Education and Outreach Committee
- 6) Members of the Planning and Evaluation Committee

III. Meetings and Reports

This Division shall meet quarterly. A semi-annual report of the Division's activities shall be submitted to the TEC chair for incorporation into the report to the Board of Governors.

IV. Procedures

Providing information to the Section members and bringing the water conservation professionals together will aid in the development of cost effective demand management programs which conform to requirements of the Water Management Districts by promoting good management practices and uniform methods of documenting and reporting water use and conservation.

V. Committees in the Water Quality and Resources Division

- A. Programs and Technologies Committee
- B. Education and Outreach Committee
- C. Planning and Evaluation Committee

A. Programs and Technologies Committee

No specifications available at this time.

B. Education and Outreach Committee

(1) Purpose

This Committee coordinates with the Certification and Training Board to review course materials submitted for Continuing Education Units (CEU) and Professional Development Hours (PDH) credit; they assist in assigning the appropriate credits to each course.

(2) Structure

The Committee shall consist of at least five (5) members:

- 1) Committee Chair
- 2) Officer liaison to the TEC
- 3) Additional member

- 4) Additional member
- 5) + At least one (1) additional member

(3) Meetings and Reports

This Committee shall meet quarterly and at least two months prior to each CEU/PDH course. A quarterly report of activities, along with recommendations of future satellite downlink sites and site coordinators shall be submitted by the Chair of this Committee to the TEC Chair.

C. Planning and Evaluation Committee

No specifications available at this time.

4.6.4 Distribution Systems Division

I. Purpose

The Distribution Division provides educational opportunities to the Section membership related to protection and improvement of distribution water quality and management and maintenance of the infrastructure.

II. Structure

The Distribution Division shall consist of:

- 1) Division Chair
- 2) Division Vice-Chair
- 3) Members of the Cross-Connection Control Committee
- 4) Members of the Infrastructure Replacement and Rehabilitation Committee
- 5) Members of the Water Loss Committee

III. Meetings and Reports

This division shall meet quarterly. A semi-annual report of the division's activities shall be submitted to the TEC chair for incorporation into the report to the Board of Governors.

IV. Committees in the Distribution Division

- A. Cross Connection Control Committee
- B. Infrastructure Replacement and Rehabilitation Committee
- C. Water Loss Committee

A. Cross Connection Control Committee

No specifications available at this time.

B. Infrastructure Replacement and Rehabilitation Committee

No specifications available at this time.

C. Water Loss Committee

No specifications available at this time.

4.6.5 Information & Technology (IT) Division

I. Purpose

The mission of the Information & Technology (IT) Division is to become the trusted resource for Information Technology related to Water Systems in the State of Florida. As such, our group is primarily focused on providing training and education opportunities to FSAWWA members in the Information Technology area. We participate in development of seminars, focused technical sessions, conference programs, and internal support for society IT related issues.

II. Structure

The IT Division shall consist of:

- 1) Division Chair
- 2) Division Vice-Chair
- 3) Members of the Information System Integration Committee
- 4) Members of the Enterprise GIS Committee
- 5) Members of the Supervisory and Data Acquisition (SCADA) Committee
- 6) Members of the Web Application Development Committee

III. Meetings and Reports

The IT Division shall meet quarterly. A semi-annual report of the division's activities shall be submitted to the TEC chair for incorporation into the report to the Board of Governors.

IV. Procedures

The Committees in this Division assist in development of technical papers related to information technology for conferences and seminars. Assistance is also provided to the Section to evaluate technology tools for headquarters and Section operations.

V. Committees in the Distribution Division

- A. Information System Integration Committee
- B. Enterprise GIS Committee
- C. Supervisory and Data Acquisition Committee
- D. Web Application Development Committee

A. Information System Integration Committee**(1) Purpose**

This Committee's area of focus addresses integration of various information systems in a Water Utility. Examples system integration includes GIS, Database applications, Customer Information Systems (CIS), Financial Systems, Human Resource Systems, Document Management systems, Automated Meter Reading (AMR) systems, and Computer Maintenance Management Systems (CMMS).

B. Enterprise GIS Committee**(1) Purpose**

This Committee's area of focus addresses GIS usage in Water Utilities and integration within a larger Citywide Enterprise framework with an emphasis on infrastructure data and spatial mapping. Focus will be on current application usage and future development trends.

C. Supervisory and Data Acquisition Committee**(1) Purpose**

This Committee's area of focus addresses Water Utility control systems, radio telemetry systems, reporting systems, historical data archiving, data trending, and integration with other information systems.

D. Web Application Development Committee**(1) Purpose**

This Committees area of focus addresses Water Utility Web Portal Applications. Examples include internal Intranet applications for data sharing, web sites for informational purposes and Critical Performance Indicators for highlighting business operational parameters.

Subchapter 4.7: Water Utility Council (WUC)

I. Mission Statement

To be the authoritative resource for advocating the implementation of effective drinking water legislation, regulation and policy that directly affect water utilities in the state of Florida.

II. Objectives

- A. Develop an organized member network that speaks with ‘one voice’ and advocates for legislation, regulation and policy that promotes valid science and economic analyses.
- B. Ensure legislation promotes a long-term sustainable source of funding for water infrastructure.
- C. Strengthen and build alliances with key stakeholders throughout the state that are dedicated to the preservation and enhancement of water resources and water supply.
- D. Provide education and technical expertise on water issues to enhance confidence in the services we provide through proactive public education and information programs.
- E. All Water Utility Council members will receive Water Utility Council alerts, updates and related correspondence electronically; and will have access to the “Members Only” portion of the Water Utility Council website.

III. Water Utility Council Officers

The Water Utility Council Officers are comprised of the following representatives:

- 1) Council Chair
- 2) Council Vice-Chair
- 3) Council Secretary/Treasurer
- 4) Section Chair or designee
- 5) Legislative Committee Chair
- 6) Regulatory Committee Chair

In addition to the Duties and Responsibilities described in *Chapter 4, Council Guidelines*, the Council Secretary/Treasurer shall also:

- Act as a liaison between the Section Treasurer and/or Section staff in regard to Water Utility Council funds
- Keep members apprised of the current status of Water Utility Council funds
- Review invoices and provide recommendation for payment/non-payment to Chair
- Assist the Council Chair in developing a proposed budget

IV. Terms of Service

The Council Chair may not serve more than two (2) consecutive full two (2) year terms. The appointment is effective following the Annual Business Meeting where the Council Chair is announced.

V. Membership

A. Associate Member

A consulting firm, legal firm, manufacturer or product vendor whose interests are compatible with the bylaws and objectives of the Section and the Water Utility Council and who pays the annual Water Utility Council dues for Associate members. These members do not have voting rights.

B. Section Chair

Automatically has membership to the Water Utility Council and serves as the representative to the Board of Governors.

C. AWWA Utility Member

A utility that is current in its AWWA Utility membership.

D. Voting Utility Member

A Utility Member who is current in its Water Utility Council dues payments. Only one (1) Vote per utility. If the primary representative is unable to vote, the secondary representative may vote in his/her absence.

All Florida Section members in good standing may become members of the Water Utility Council; at-large membership is unlimited. Voting membership and Associate membership are for one year and renewed upon payment of Water Utility Council dues, payable in the fourth quarter of each year. Voting membership dues to the Water Utility Council are in addition to Section membership dues and shall be based on the chart below. Each Water Utility Member and Associate member shall identify a primary contact and an alternate contact at the time of payment.

As a Utility Member of the AWWA you are entitled to membership in the FSAWWA Water Utility Council (WUC). Member benefits include attendance at all Water Utility Council meetings and WUC benefits including:

- Participation in programs that impact legislation and regulation for the water sector
- Up-to-date news and analysis on Florida and Federal issues affecting your utility

As a WUC member, you will be asked to participate in shaping the regulatory and legislative initiatives for the FSAWWA. It is important to present a united front and consensus of our members to FDEP and the legislature by voting on important policies and WUC matters throughout the year.

To obtain a WUC voting privilege we have adjusted the annual fee to new lower rates for 2017 to encourage active participation of all our members. The fees are as follows and show the comparison to prior years.

WUC AWWA Utility Members Voting Fees

For utilities that wish to participate and are current AWWA Utility members the adjusted fees apply as shown below.

WUC Member Adjusted Voting Privilege Fees (AWWA Utility Members)

Utility Size	Service Population	Prior Annual Fee	Current Annual Fee
Small	<10,000	\$500	\$250
Medium	10,001 to 100,000	\$1,000	\$500
Large	100,001 to 250,000	\$2,000	\$750
Mega	>250,000	\$3,000	\$1,000

WUC AWWA Non-Utility Members Voting Fees

For utilities that wish to participate but are not AWWA Utility members the old rates will continue to apply as shown below.

WUC Member Adjusted Voting Privilege Fees (AWWA Non-Utility Members)

Utility Size	Service Population	Prior Annual Fee	Current Annual Fee
Small	<10,000	\$500	\$500
Medium	10,001 to 100,000	\$1,000	\$1,000
Large	100,001 to 250,000	\$2,000	\$2,000
Mega	>250,000	\$3,000	\$3,000

WUC Associate Member (Non-Voting) Fees

For general members, such as employees of a consulting firm, legal firm, manufacturer or product vendor whose interests are compatible with the bylaws and objectives of the Section and the Water Utility Council the dues will remain at \$1000 per year. We welcome your participation as a non-voting associate member.

VI. Guidelines for Hiring of a Professional or Lobbyist

If a matter arises which the Water Utility Council requires forming a committee or work group and when such Committee or Work Group has been created, they may also find it necessary to hire a professional or firm qualified to be an advocate for the specific matter or provide technical expertise. Qualified professionals may include, but are not limited to, engineers, environmental scientists, geologists, lawyers, and others with experience in the subject matter being considered.

The Committee or Work Group shall form a sub-committee to select and recommend to the Executive Committee the professional best suited for this activity. The Committee shall state the reasons for its recommendations in detail. Upon approval by the Executive Committee, the hiring process will proceed. The Committee or Work Group that made the recommendation to hire a professional for a specific activity shall manage that contract for the professional.

Council officers may, upon approval by the Water Utility Council Voting Members, direct the Water Utility Council Officers to select and recommend to the Executive Committee the Lobbyist best suited to represent the interests of the Water Utility Council and Section. The Water Utility Council Officers shall state the reasons for its recommendations in detail. Upon approval by the Executive Committee, the hiring process will proceed.

A contract between a professional and the Florida Section AWWA shall state the limits of professional services and shall not include any legal action.

The contract shall limit the fees and costs such that they shall not exceed the limits necessary to maintain the Section's status as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code.

The WUC voting members shall determine if a special assessment is required to pay for services of a Professional or Lobbyist prior to the hiring for such professional services. If it is determined that a special assessment is required to pay fees and costs of the professional to represent the position of the Water Utility Council or provide technical expertise, the approval of the special assessment shall be decided by Water Utility Council Voting Members and conveyed to the FSAWWA Chair for action by the Executive Committee. Any contract for lobbyist or professional services will be between FSAWWA and the firm.

VII. Conflict of Interest Policy

The Council's lobbyist shall avoid activities, advocacy for other clients, and other situations that may conflict with the lobbyist's duties as an advocate for and advisor to the Council.

The Council's lobbyist shall not have any personal financial interest in any entity, direct or indirect, with any member of the Council's Officers, or any person who is employed by the Council.

No conflict of interest shall exist when the Council's lobbyist is advancing the position of another client who is a member of the Council, provided said Utility Member discloses their request to the Councils' lobbyist and to the Water Utility Council members.

As the responsibilities of the Council's lobbyist do not include securing individual appropriations for the Council, no conflict of interest shall exist when the representation of another client by the Council's lobbyist relates to appropriation matters.

VIII. Technical Advisory Workgroups (TAWs)

A. Purpose

Technical Advisory Workgroups (TAWs) are formed whenever the applicable Committee Chair believes such a group is required, and with the approval of the Council Chair. TAWs shall respond and comment on legislative, regulatory and/or policy issues that directly or indirectly affect Water Utilities. All positions taken will be coordinated through the Committee Chair and will be in compliance with policy, as approved by the Council Chair.

B. Structure

TAWs shall consist of as many experts as the applicable Committee can recruit.

C. Duties

The TAWs shall develop a recommended position statement regarding a particular legislative, regulatory or policy issue. The Council Officers, adhering to the following procedure, must approve of the position statement recommended.

D. Development of Draft Positions on Legislation, Regulation or Policy

The TAWs shall thoroughly vet the issue at hand and develop recommendations for consideration by the Council Officers. The recommendation shall include the possible implications of the legislation, regulation or policy on the Section members and a proposed position anticipated should the legislation, regulation or policy proceed as presented. Should the Council Officers determine that a vote be conducted to garner input by the Utility Members, the procedure outlined in Section VIII shall be followed.

If another issue arises that was not a part of the original petition, or if the original position should be changed, the TAWs shall provide full documentation of the original position and the recommended changes or alterations to the Council Officers. The Council Chair shall provide this documentation to the Voting Members for vote.

Once a position is established, the Council Chair or his/her appointed representatives may represent the position of the Water Utility Council.

E. Voting Procedures

All Voting Members shall have one vote on all matters brought before the Council. This vote must be delivered by the primary or alternate contact named on the organization membership. If neither of the two assigned representatives can be present to cast a vote, the representative may deliver a vote by the latest electronic means made available for such purposes.

All non-urgent information that is relevant to Council business and requires a vote by Voting Members shall be sent to these members by the latest electronic means for their review and consideration. If this prior notice is not provided at least two weeks before a Council meeting, the issue may be presented and discussed, but the vote shall be rescheduled until the next meeting.

If there is an urgent matter that requires a vote by Voting Members, the following procedures will be followed:

- The Council Chair or designee shall e-mail a full disclosure of the issue and the impact it will have on the membership to each Voting Member for their review and consider.
- Each Voting Member will have the opportunity to respond in a time identified in the cover memo. Votes received after this established deadline will not be considered.
- Voting Members will return a YEA or NAY vote by e-mail to the Council Chair or designee. A two-thirds vote shall carry the motion. A non-vote by a Voting Member shall be construed neither for nor against the motion.

The tabulated and recorded votes will be made available to any member upon request. If any Voting Member wishes to challenge the passed motion, it will be their responsibility to document this challenge and petition the Water Utility Council Officers for a review and recommendation. Based upon the recommendation by the Water Utility Council Officers, the Council Chair may bring the matter back to the Voting Members for further discussion and consideration.

IX. Liaisons

Members of the Water Utility Council may be asked to serve on committees, workgroups or task forces with a variety of other state agencies, other Section Councils, or associations to represent the Section and or Council's position

X. Committees of the Water Utility Council

The WUC is comprised of the following Committees:

- 4.7.1 Selection Committee
- 4.7.2 Legislative Committee
- 4.7.3 Regulatory Committee

4.7.1 Selection Committee

I. Purpose

This Committee will coordinate and continuously recruit interested and active member volunteers willing to act in some capacity on the Council. This Committee shall evaluate the eligibility of and then coordinate and select members for Council Chair, Council Vice-Chair, and Secretary that will be recommended for nomination to the Board of Governors-nominating committee for approval every

two years or as needed. This Committee's goal is to assure that there are qualified nominees for all positions open for election. This Committee shall also select the Chairs and Vice-Chairs for the Committees and Divisions within the Council.

The Water Utility Council Officers shall have the right to approve or reject any and all selections prior to submission to the BOG nominating committee.

II. Structure

The Council Selection Group shall consist of:

- 1) Water Utility Council Past Chair
- 2) Council Vice-Chair
- 3) Section Officer Representative
- 4) Two (2) Water Utility Council members appointed by the Water Utility Council Officers

The Water Utility Council Past-Chair shall serve as Chair of this Committee.

4.7.2 Legislative Committee

I. Purpose

To support and monitor legislation that promotes public health, water resource protection, and safety of drinking water, while addressing the interests of the Section.

II. Structure

The Committee Chair shall be appointed by the Selection Committee. Membership may include both Utility Members and General Members and will be structured in such a manner to ensure that members actively participate in committee initiatives and are kept apprised of the ongoing status of projects and new developments as they occur. Members will be added to rosters upon expression of interest and request.

III. Duties

This Committee shall actively monitor, review and provide information and/or recommendations to the Water Utility Council members and the Section regarding existing and proposed legislation and policy activities that impact the water sector. Specific duties include:

- Provide a forum to communicate and discuss local, regional, state and national water issues impacting Water Utility Council members;
- Prepare and distribute policy and/or position statements for comments (see Section VII – Technical Advisory Workgroups);

- Prior to each legislative session, the develop and present legislative priorities to the membership and the Officers of Governors for approval;
- During each legislative session, the Committee members will monitor, communicate and provide recommendations on specific legislative issues that have the potential to impact water utilities;
- Present supporting information and proposed positions to the Council Chair who will implement the voting procedures identified in Section V (B);
- Maintain a network of key stakeholders around the state that are willing to participate in a grass-roots lobbying effort;
- When directed by the Council members, manage the contract for the Lobbyist selected to represent the interests of Utility members and the Section; and
- Perform legislative duties as directed by the Water Utility Council.

4.7.3 Regulatory Committee

I. Purpose

To support and monitor regulation that promotes public health, water resource protection, and safety of drinking water, while addressing the interests of the Section.

II. Structure

The Committee Chair shall be appointed by the Selection Committee. Membership may include both Utility Members and General Members and will be structured in such a manner to ensure that members actively participate in committee initiatives and are kept apprised of the ongoing status of projects and new developments as they occur. Members will be added to rosters upon expression of interest and request.

III. Duties

This Committee shall actively monitor, review and provide information and/or recommendations to the Water Utility Council members and the Section regarding existing and proposed regulation and policy activities that impact the water sector. Specific duties include:

- Provide a forum to communicate and discuss local, regional, state and national water issues impacting Water Utility Council members;
- Prepare and distribute policy and/or position statements for comments (see Section V – Technical Advisory Workgroups);
- Communicate and provide recommendations on specific regulatory issues that have the potential to impact water utilities;

- Present supporting information and proposed positions to the Council Chair who will implement the voting procedures identified in Section V (B);
- Maintain a network of key stakeholders around the state that are willing to participate in a grass-roots regulatory effort;
- When directed by the Council members, manage the activities for the Professional selected to advocate or provide technical expertise for specified activities of the Water Utility Council and the Section; and
- Perform regulatory duties as directed by the Water Utility Council.

Chapter 5: Regions

Section 5.1 General

The Board of Governors has established twelve (12) local Regions throughout the State of Florida to provide more efficient services to its membership.

Section 5.2 Procedures

The Regions shall follow the following procedures.

- 1) All Regions shall notify the Executive Director for approval when the following types of events are planned before implementation:
 - New or unusual events not typically on the Region's Calendar of Events
 - Joint events with other associations and/or organizations
- 2) Training events that endorse a vendor's product are not allowed. Please contact the Executive Director for more information and guidance.
- 3) All Regions shall designate no more than two representatives to communicate with Headquarters per event.
- 4) To protect the Section's interests, expenditures and income from each joint meeting with other associations and/or organizations are to be split proportionally to the number of associations and/or organizations involved and not proportional to the number of attendees from each association and/or organization. This procedure is to be followed for each joint event.
- 5) Before distributing flyers or other marketing materials, Regions shall submit a copy to the Executive Director for approval.

Section 5.3 Formation

It is recognized that the needs of Florida Section members may differ in the various Regions due to local issues, water supply sources, treatment technologies, utility size and complexity, training opportunities and water management practices. The organization of the individual Regions may vary in response to local needs and requirements. As the Region's programs and available volunteers increase, the organization structure will grow to efficiently administer local activities. The Board of Governors may alter the boundaries of the Regions to best meet the convenience of the members living therein.

Officers permitted for each Region shall be:

- 1) Region Chair
- 2) Region Vice-Chair
- 3) Region Treasurer
- 4) Region Secretary

Section 5.4 Nominations

The Regions shall recommend candidates for Region Chair and Region Vice Chair to the Executive Director no later than 60 days before the Section's Annual Business Meeting for consideration by the Nominating Committee. The Region Chairs and Vice-Chairs are then nominated by the Section's Nominating Committee. The Chair of the Nominating Committee shall inform the Region Chair no later than seven days prior to the Annual Business Meeting of the final Nomination Committee's roster of candidates for voting at the Annual Business Luncheon.

Section 5.5 Qualification for Service

Qualifications for service as an officer of a Region are listed in *Chapter 3, Subchapter 3.3, IV* of the Standard Practices Manual. No member of a Region shall hold more than two (2) positions within that Region.

Section 5.6 Term of Service

Region officers serve for a term of two (2) years and two (2) consecutive terms may be served. Loss of membership for any reason is cause for automatic termination of service. The term begins effective following the Annual Business Meeting where the new officers are elected. In the case of a vacancy in the office of the Regional Chair, the Executive Committee shall immediately appoint a temporary replacement until the Nominating Committee makes their selections for vote at the Annual Business Meeting. The temporary appointment must be ratified at the next scheduled meeting of the Board of Governors.

Section 5.7 Duties and Responsibilities

I. Region Chair

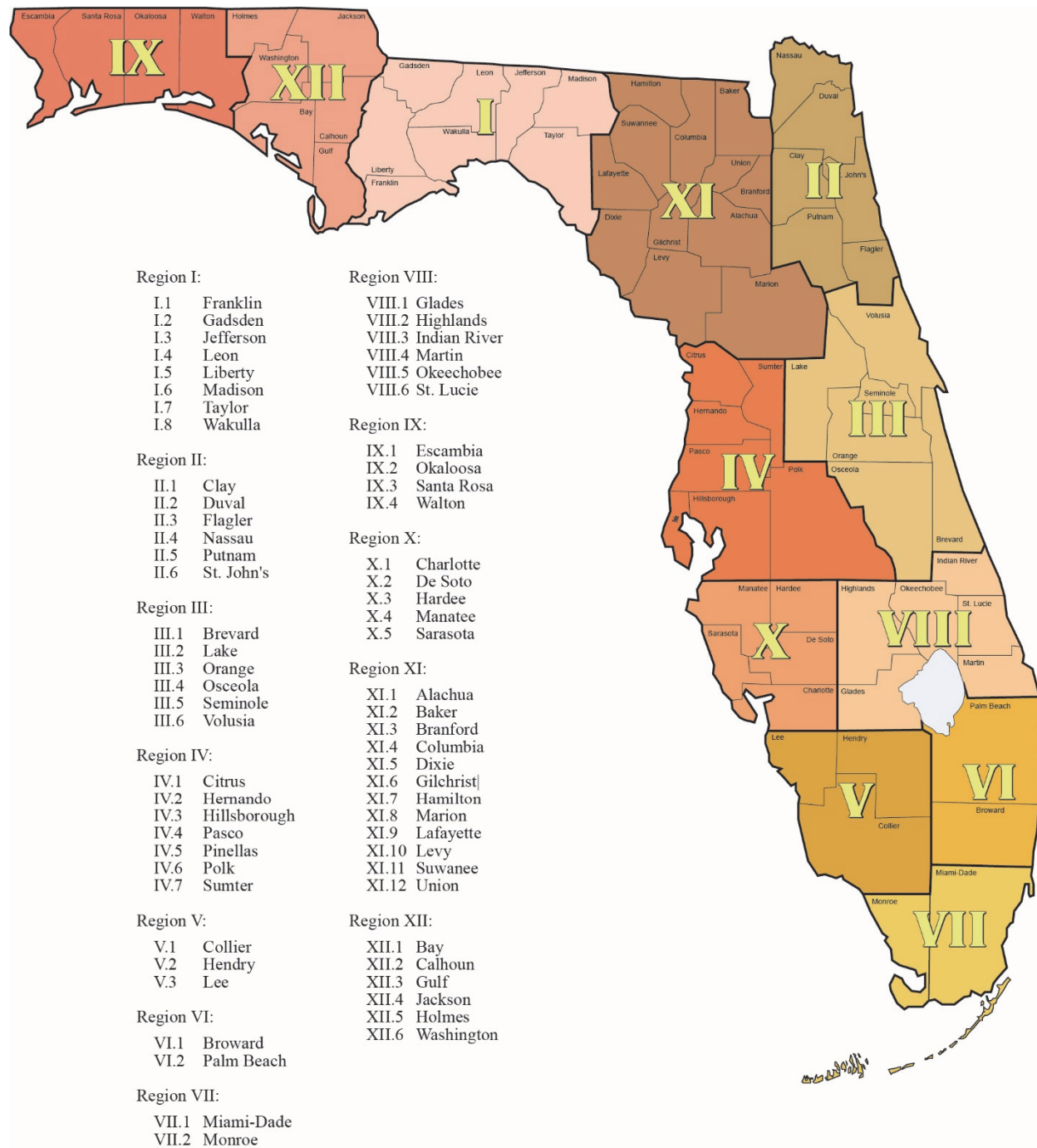
- 1) General supervision over the affairs of the region
- 2) Responsible for holding at least two (2) Region meetings each year
- 3) Member of the Board of Governors
- 4) Submit a report on the Region's activities at each scheduled Board of Governors' Meeting
- 5) Be responsible for coordinating regional activities and events with Section and Council programs

II. Region Treasurer

- 1) Send all revenues that are raised by the Region to the Executive Director.
- 2) Shall complete and TFER (Treasurer's Final Event Form) for every event held by the Region and submit the forms in a timely manner to Headquarters.
- 3) Shall issue a financial report of the Region's itemized income and expenditures of the previous calendar year no later than March 1st to both the Section Treasurer and the Executive Director.

The Section Treasurer will fiscally assist the Regions by providing operating funds to support functions. All monies shall be held by Section Treasurer in the Section account. Regions may recommend the disbursement of these monies and the Executive Committee shall consider these requests and determine if such disbursement is approved.

Section 5.8 Regions Map



Section 5.9 Counties by Region

The following map graphically outlines which Counties are included in each region

REGION I

- I.1 Franklin
- I.2 Gadsden
- I.3 Jefferson
- I.4 Leon
- I.5 Liberty
- I.6 Madison
- I.7 Taylor
- I.8 Wakulla

REGION II

- II.1 Clay
- II.2 Duval
- II.3 Flagler
- II.4 Nassau
- II.5 Putnam
- II.6 St. Johns

REGION III

- III.1 Brevard
- III.2 Lake
- III.3 Osceola
- III.4 Orange
- III.5 Seminole
- III.6 Volusia

REGION IV

- IV.1 Citrus
- IV.2 Hernando
- IV.3 Hillsboro
- IV.4 Pasco
- IV.5 Pinellas
- IV.6 Polk
- IV.7 Sumter

REGION V

- V.1 Collier
- V.2 Hendry
- V.3 Lee

REGION VI

- VI.1 Broward
- VI.2 Palm Beach

REGION VII

- VII.1 Miami-Dade
- VII.2 Monroe

REGION VIII

- VIII.1 Glades
- VIII.2 Highlands
- VIII.3 Indian River
- VIII.4 Martin
- VIII.5 Okeechobee
- VIII.6 St. Lucie

REGION IX

- IX.1 Escambia
- IX.2 Okaloosa
- IX.3 Santa Rosa
- IX.4 Walton

REGION X

- X.1 Charlotte
- X.2 Desoto
- X.3 Hardee
- X.4 Manatee
- X.5 Sarasota

REGION XI

- XI.1 Alachua
- XI.2 Baker
- XI.3 Branford
- XI.4 Columbia
- XI.5 Dixie
- XI.6 Gilchrist
- XI.7 Hamilton
- XI.8 Marion
- XI.9 Lafayette
- XI.10 Levy
- XI.11 Suwannee
- XI.12 Union

REGION XII

- XII.1 Bay
- XII.2 Calhoun
- XII.3 Gulf
- XII.4 Jackson
- XII.5 Homes
- XII.6 Washington

Chapter 6: Section Meetings

Section 6.1 Annual Business Meeting

A business meeting shall be held annually as required in the Section By-laws, Article VIII, at the Florida Section AWWA Conference in November or December. An annual budget will come before the members for approval. There will be a vote on the nomination or appointment of new officers presented by the Nominating Committee. Other nominations may be made and received by members from the floor. Newly elected members shall take office at the close of the Annual Business Meeting and the Association Director whose term begins at the AWWA Annual Conference & Exposition (ACE). A proposed change to the Bylaws may be made at this Conference by majority vote of the membership present.

Section 6.2 America Water Works Association Annual Conference and Exposition (ACE)

One of the two (2) directors' meetings is held at this conference. The following Florida Section competition winners shall represent the Florida Section at the AWWA Annual Conference:

- Top Ops Champion
- Tapping Team
- Meter Madness Winner
- Best Tasting Drinking Water Contest State Winner

Section 6.3 Florida Section AWWA Conference

The Florida Section established the first conference in 1995 to address water issues and introduced the idea of having the manufacturers become more of a participant in addressing related operational issues. This Conference is planned and coordinated by the MAC Chair who shall work with the Conference Committee, Executive Director, and the Section Chair to plan and manage this event. The MAC Conference Chair, a member of MAC, is selected at the Annual Business Meeting by the Executive Committee. The Florida Section AWWA Conference is held annually at a location approved by the Section Chair. Registration for this Conference shall be managed by the Conference Committee.

Several meetings and activities are held at the Florida Section AWWA Conference to include, but not be limited to the following:

- Board of Governors Meeting
- Executive Committee Meeting
- Annual Business Meeting
- Council Meetings
- Awards Ceremony
- Opening General Session

- Reception for the Incoming Chair
- Officer's Dinner

Section 6.4 Florida Water Resources Conference (FWRC)

This Conference is normally held in April or May of each year. The FWRC is held annually with the Florida Section AWWA, the Florida Water Environmental Federation (FWEA) and the Florida Water and Pollution Control Operators Association (FW&PCOA). The following Florida Section AWWA meetings are held at the FWRC: Board of Governors meeting and Executive Committee meeting

Section 6.5 AWWA Directors' Meeting

The AWWA Directors' Meeting is held twice annually and shall be attended by the Section's Association Director. At the winter meeting, the election of AWWA Officers is conducted, along with performance of many other policy and procedural duties. The second meeting is held at ACE.

Section 6.6 Regional Meeting of Section Officers (RMSO)

This regional officers' meeting is arranged by AWWA and is held at a time that is not in conflict with other meetings. The meeting attended by the Florida Section is for the Southeastern United States and is primarily designed to acquaint the Section Officers with the ongoing programs of the Association. All Section Officers are encouraged to attend and the Florida Section usually budgets funds to reimburse Executive Committee members for travel expenses if the EC's organization is unable to support the travel costs.

Section 6.7 Summer Workshop

The Summer Workshop is held the last week in July in Denver, Colorado. It provides training and skills building to help Section leaders or staff to run the business of the Section more effectively. Topics at this training includes a variety of association and volunteer management topics, interactive short sessions in tracks, and fun networking opportunities. All Section Officers are encouraged to attend and the Florida Section usually budgets funds to reimburse Executive Committee members for travel expenses if the EC's organization is unable to support the travel costs.

Chapter 7: Policies

Policies communicate the guiding and governing principles on which the activities of the Section are based and should always support the vision and mission of the Section by:

- Promoting efficiency within the organization in that ideas do not continually face deliberation.
- Ensuring consistency in the performance of activities, especially since the Section is geographically diverse.
- Ensuring compliance with legal and other requirements of the Section.
- Serving as a tool for improvement in the quality within the Section.

Each year the Section Chair should provide to the General Policy Director a summary of all policies adopted during his or her tenure. Policies must be approved, at least, by the Executive Committee.

Policy No. 90-11-02**General Administration**

(Revised 1995-04-02)

(Revised 2005-11-02)

Subject: Selection of representatives as members of the Florida Water Resources Conference (FWRC) and the Florida Water Resources Journal (FWRJ) Corporations

Purpose: To establish a policy whereby seven (7) members of the Board of Governors of the Section shall be designated to serve on either or both Corporations.

Policy: The Board of Governors, at their April 2, 1995 meeting, approved the following policy revision:

The seven (7) member representatives to the Corporation are:

- 1) Section Past-Chair
- 2) Section Chair
- 3) Section Chair-Elect
- 4) Section Vice-Chair
- 5) Section Secretary
- 6) Section Treasurer
- 7) Section Executive Director

There shall be one (1) Trustee appointed to the Corporations each year. Trustees serve staggered, three (3) year terms.

Procedure: The seven (7) member representatives as listed above shall represent the Section at the corporation meetings starting in 1996, and they shall be:

- 1) Section Past-Chair (third year term)
- 2) Section Chair (second year term)
- 3) Section Chair-Elect (first year term)

Each year the new Trustee for the Corporation shall be the Section Chair-Elect. The following year this person, now the Section Chair, shall serve their second year as Trustee. In the third year this person, as Past-Chair, shall serve their final year as Trustee.

Policy No. 91-02-02**Water Utility Council**

(Revised 2005-11-02)

(Revised

Subject: Protocol on issuing draft position statements on legislative matters on behalf of the Water Utility Council

Purpose: To establish a protocol whereby the Water Utility Council will be able to address legislative issues in a timely manner. This will allow the Section to express an opinion relating to legislative issues without the normal delays required in obtaining Board of Governors' approval.

Policy: The Board of Governors, at their February 1, 1991 meeting in the Radisson Plaza Hotel, Orlando, Florida, approved the following policy:

If the Section sponsors or co-sponsors legislation, the Board of Governors must approve the position statement; they must be provided with copies of this legislation to review. When dealing with legislation issues, the Water Utility Council (WUC) is authorized to fax their position statement to each member of the Board of Governors and to use a "silence is consent" vote. A formal vote on the position statement is required at the next regularly scheduled meeting of the Board of Governors.

Procedure: The Chair of the Water Utility Council shall determine when this policy is utilized.

Responsibility: The Chair of the Water Utility Council will report the results of any legislation affected by this policy at the next regular meeting of the Board of Governors.

Policy No. 93-03-07**General Administration**

(Revised 2005-11-02)

(Revised 2017-10-11)

(Revised

Subject: Guidelines for Councils and Regions when requesting budgetary funding from the Board of Governors

Purpose: This policy is being established as a guideline for requesting a disbursement of budgetary funds. This shall define consistent and reasonable requirements for Council and Region Chairs, giving them flexibility in these requests.

Guidelines: The Council budgets shall be established with line item categories for specific programs that are directly related to the goals and objectives outlined in the Strategic Plan.

Council and Region Chairs are:

- Responsible for making requests for annual budgetary requirements, with justification, by October 15th each year, which will be considered for approval at the Board of Governors' meeting during the Fall Conference
- Limited to the amount budgeted whenever possible
- Required to get Executive Director approval on any projected over expenditure

Policy No. 93-03-08**General Administration**

(Revised

Subject: Membership Involvement at Council Meetings

Purpose: Councils are to be an intermediate level of management for the Board of Governors in planning and coordinating the activities of the Committees assigned to the Council. If the Florida Section is to achieve this purpose it is necessary that voting members of the Council attend meetings. Unfortunately, circumstances sometimes prevent attendance. This policy is designed to provide flexibility within the Council structure by allowing a liberal substitution for the voting members of the Councils. This will encourage attendance and participation at Council meetings. Teleconferencing for Council meetings is suggested.

Policy: In the classification of Officer and at-Large appointments an alternate within classifications will be permitted. Such substitutions must be mutually agreed upon with notification to the Council Chair.

Committees shall appoint a Vice-Chair and an alternate who can act as substitute for any member of the Committee to ensure that a member of each Committee attends the Council meetings. Such alternates shall represent the Committee by reporting pertinent information and voting as a member of the Council. The Committee Chair shall try to recruit at least one (1) Committee member from each Region, with the assistance of the regional Trustee, unless Committee guidelines specify who the Committee members shall be.

Responsibility: The Committee Chair is responsible to see that a Committee representative attends Council meetings. Preferably this representative shall be the Vice-Chair with the designated alternate being second option.

Policy No. 96-11-09**Investment Strategies**

(Revised 2000-04-12)

(Revised 2005-11-02)

(Revised 2011-0428)

(Revised

**FLORIDA SECTION AWWA GENERAL OPERATING FUND
AND THE ROY LIKINS SCHOLARSHIP FUND**

INVESTMENT POLICY

Subject A: The General Operating Fund (GOF) represents the financial assets of the Florida Section and is designed to provide for the annual budgeted expenditures throughout the year.

Investments shall be made in such a manner as to insure sufficient liquidity in each respective fund to meet operating and contingency expenses.

Purpose A: To provide for the payment of major and unique shortfalls in the event that other funds are unavailable. The GOF shall be invested in higher interest-bearing accounts to provide increased revenue to the Section.

Subject B: The Scholarship Fund represents accumulated funds of the Roy Likins Scholarship Fund and is designed to maintain a maximum of assets in higher interest bearing accounts throughout the year. The amount to be deposited in the investment funds should be reviewed annually by the Finance Committee.

As with the GOF assets, the investments shall be made in such a manner as to insure sufficient liquidity to meet operating and contingency expenses.

Purpose B: To provide a self-perpetuating fund that can support issuing scholarships using interest generated from the funds, without withdrawing from the principal. Funds shall be invested in higher interest-bearing accounts to provide increased revenue to the Scholarship Fund.

Scope: Scope of the Investment Policy

The purpose of this Investment Policy Statement is to establish investment policies and guidelines for the Florida Section of the American Water Works Association GOF and the Roy Likins Scholarship Fund. This shall pertain to, but is not limited to, all of the investments held in the operating account and the Roy Likins Scholarship Fund. The Statement

outlines an overall philosophy that is specific yet flexible enough to incorporate the dynamic characteristics of the economy and/or securities markets. Via the Statement, the Board of Governors provides realistic parameters to guide the investments. The Statement also identifies the responsibilities of all involved parties and establishes procedures for ongoing performance and policy review.

Investments of the GOF will be made for the sole interest and exclusive purpose of the Florida Section with the care, skill, and diligence that a prudent investor would use while complying with applicable controlling rules and regulations.

Authority and Responsibility (GOF)

The Board of Governors has the responsibility for directing and monitoring the investments of the Section's GOF assets. The Board is authorized to delegate certain responsibilities to the Finance Committee. The Finance Committee has the authority to identify those members and employees authorized to implement the Investment Policy Statement. members of the Finance Committee include, but are not limited to:

- 1) Finance Committee Chair
- 2) Section Treasurer
- 3) At-Large Members preferably with utility financial experience (up to two)
- 4) Section Chair
- 5) Section Past-Chair
- 6) Section Chair-Elect

Investment Objectives (GOF)

Investments of the Roy Likins Scholarship Fund will be made for the sole interest and exclusive purpose of the Scholarship Fund. Investments will be made with the care, skill and diligence that a cautious investor would use while complying with applicable controlling rules and regulations.

Authority and Responsibility (The Roy Likins Scholarship Fund)

The Board of Governors has the responsibility for directing and monitoring the investments of the Scholarship Fund's assets. The Board is authorized to delegate certain responsibilities to the Finance Committee.

Investment Objectives (The Roy Likins Scholarship Fund)

The objectives of this investment policy are to preserve principal and to provide an adequate return for the GOF and the Scholarship Fund while maintaining liquidity and cap-

ital stability. To achieve these objectives a tiered investment structure is designed to provide liquidity for current cash needs while allowing for the possibility of higher investment returns. The increased return will be through investment in short-term fixed income and diversified equity instruments. Additional asset classes can be added to the allocation mix with a committee vote. Therefore, the four primary objectives are:

Therefore, the four primary objectives are:

- 1) Preservation of principal
- 2) Maintain sufficient liquidity to meet cash needs as reviewed annually by the appropriate Committee
- 3) Maximize the rate of return in prevailing market conditions
- 4) Diversify investments to avoid incurring unreasonable risk regarding any single issuer, asset class, or maturity

Indemnification of Authorized Personnel

It is the intent of the Board of Governors that any of the personnel authorized to implement this Investment Policy Statement that is acting in a prudent and reasonable manner is held harmless for any losses resulting from the implementation of this policy. This indemnification is based on the Prudence and Standards of Care theory, which states assets must be invested with the care, skill, and diligence that a prudent investor acting in this capacity would use to comply with applicable controlling statutes”.

In addition, this indemnification takes into consideration the issue of credit risk, which is the risk of loss of principal and/or interest due to failure of the security issuer or backer. Due to the limitations on time, information resources, and expertise of the Section’s GOF staff and the Finance Committee, reliance shall be placed on nationally recognized credit rating agencies in evaluating the credit risk of obligations not issued by the US Government or its Federal Instrumentalities (US Government Agencies and Government Sponsored Enterprises), and CD’s issued by FDIC insured institutions. These credit rating agencies include, but are not limited to; Standard and Poor’s, Moody’s, Duff & Phelps, and Fitch IBCA. Credit risk shall be limited by restricting the credit ratings on securities, which may be purchased, when credit ratings are applicable, and by diversification, which will reduce exposure to any single issuer, asset class, or maturity.

Eligible Investments

The eligible investments of the GOF and the Likins Scholarship Fund include the following:

- US Treasury Obligations: Treasury Bills, Notes, Bonds and STRIPS backed by the full faith and credit of the United State Government. Such issues shall have remaining maturities of less than 5 years from the date of purchase. The portfolio may invest up to 100% of its assets in US Treasury Obligations with no more than 50% in any one single issue.
- Federal Instrumentality: (US Government Agency and Government Sponsored Enterprises): Federal Farm Credit Bank, Federal Home Loan Bank, Federal Home Loan Mortgage Corporation, Federal National Mortgage Association, and Student Loan Marketing Association. Such issues shall have remaining maturities of less than 5 years from the date of purchase. The portfolio may invest up to 75% of its assets in Federal Instrumentality securities with no more than 50% in any one single issue.
- Money Market Mutual Funds: These funds will be no load, maintain a constant daily net asset value of \$1.00 and comply with the Securities and Exchange Commission rule 2A-7 regarding money market funds. The portfolio may invest up to 100% of its assets in Money Market Funds.
- Certificates of Deposit: Such issues will be insured by the Federal Deposit Insurance Corporation (FDIC) and have remaining maturities of less than 5 years from the date of purchase. The portfolio may invest up to 75% of its assets in Certificates of Deposit with no more than \$250,000 invested per issuer, including interest accrued, but not yet paid.
- Commercial Paper: Investments in commercial paper must be in issues rated no less than A1/P1 or its equivalent by at least two nationally recognized rating agencies. Such issues shall have remaining maturities of less than 270 days from the date of purchase. The portfolio may invest up to 30% of its assets in Commercial Paper with no more than 5% per any single issuer.
- Bankers Acceptances: Investments must carry a minimum a senior unsecured credit rating of no less than A+/A1, or its equivalent, by at least two nationally recognized credit rating agencies and have deposits insured by the FDIC. Such issues shall have remaining maturities less than 270 days from the date of purchase. The portfolio may invest up to 25% of its assets in Bankers Acceptances with no more than 5% per any single issuer.
- Repurchase Agreements: Collateralized by US Treasuries and Federal Instrumentality securities as described above. Purchased securities shall have an original market value including accrued interest of 102 percent of the dollar value of the transaction and have a final maturity of ten years or less. If collateral value drops below 101 percent, it will be immediately restored to 102 percent. Such repurchase agreements

shall have remaining maturities of less than 90 days from the date of purchase. The portfolio may invest up to 100% of its assets in repurchase agreements.

- **Corporate Bonds/Medium Term Notes:** Investments may be made in United States dollar denominated corporate notes and bonds. Investments in corporate notes and bonds must be in issues rated no less than AA-/Aa3, or its equivalent, by at least two nationally recognized rating agencies. Such issues shall have remaining maturities less than 5 years from the date of purchase. The portfolio may invest up to 30% of its assets in corporate notes and bonds with no more than 5% per any single issuer.
- **Overnight Sweep Accounts:** Automatically invests excess investable balances in an overnight Repurchase Agreement. Daily confirmation notices are provided, identifying assigned collateral and other information. Interest is variable and based upon balance level maintained. Simple interest is accrued daily and paid monthly.
- **Mutual Funds:** Mutual funds, which invest in equity securities of domestic and foreign companies as well as domestic and foreign fixed income securities. These mutual funds shall have a consistent track record with a Morningstar rating of not less than three stars. Should the mutual fund's current rating drop below three stars, the GOF and Finance Committee will determine the merits of whether the mutual fund(s) should continue to be held or redeemed.
- **Money Managers:** The Finance Committee may appoint one or more investment advisors registered with the Securities and Exchange Commission under the Investment Advisors Act of 1940, to assist in the management of all or a portion of the Section's investment portfolio.

Should an investment, made in compliance with the credit restrictions discussed above, be downgraded below the minimum rating stated in this policy, the Likins Fund Board of Trustees shall decide whether the investment should be held or sold, with approval by the Executive Committee. This decision is based on several factors and any analysis provided to support this decision would be kept on file for three years. The factors are:

- 1) Maturity remaining on the investment
- 2) Portfolio exposure
- 3) Other factors that the Finance Committee deems relevant

The Finance Committee (GOF) shall maintain a written report of investments each month, along with any recommendations for changes. The Finance Committee (GOF) shall not make investments or uses of any Section funds without the written approval of the Executive Committee.

The Section Chair shall present the recommendations from the Finance Committee to the Executive Committee. After their review and approval, the Investment Committee, working with the Section Treasury, shall direct the funds as recommended in a written memo from the Executive Committee.

This shall supersede any and all other amendments, policies, and other motions in regard to the investments of Sections funds. Sole authority for all investments made on behalf of the Florida Section is by direction of the Bylaws Article VI – sub-paragraph 6.3.

Diversification Requirements

The Finance Committee (GOF) will diversify portfolio holdings to ensure that adverse or unexpected developments in one security or asset class will not have a detrimental impact on their entire portfolio. Therefore, assets will be diversified as to any single issuer, asset class, and maturity. Investments shall be matched to the extent possible with budgeted cash flow requirements. Policy No. 05-11-02 Investment Strategies

Reporting

A quarterly report shall be prepared by the Finance Committee and submitted to the Executive Committee, which will list the cost and current fair market value of investments held by the Florida Section (GOF). The report shall include a summary of investment earnings and performance results during the period.

Conflict of Interest

It is the Florida Section's policy to award business based solely on merit and open competition. Finance Committee members and employees may not receive any compensation for investment activity.

Finance Committee members and employees must engage in no activities and have no relationships that might impair their independence of judgment or present a conflict of interest. If they have a personal investment/trading account with any brokers or dealers in common with the GOF, they must notify the Executive Committee for a decision.

Review and Update of Policy

Given the dynamic characteristics of the capital markets and investment techniques, the Finance Committee will review these policies and guidelines annually in conjunction with the annual spring Finance Committee meeting.

Investment Service Providers

Any investment service provider, including but not limited to, banks, brokerages, insurance companies, or financial advisor(s), wishing to advise or sell to the Florida Section in relation to its investment portfolio, will be required to acknowledge in writing their understanding of an agreement to adhere to the constraints of this Investment Policy Statement. This signed acknowledgement will serve to protect the Section assets against investments that are not in compliance. Should an investment service provider sell or advise the Association to purchase an investment which does not comply with the policy, the Association has the right to have the non-complying investment bought back by the provider at the original cost within five business days. In addition, the Association will receive any interest income that would have been earned on the principal amount had the funds been invested in a daily liquid money market fund during the period of noncompliance.

Chapter 8: Activities with other Organizations

Section 8.1 Florida Water Resources Conference Corporation

The Florida Water Resources Conference (FWRC) is a non-profit 501(c)3 organization informally known as the Joint Conference. The FWRC is held annually, usually in April or May, with the Florida Water Environmental Federation (FWEA), and the Florida Water and Pollution Control Operators Association (FW&PCOA.). FWRC provides an educational and technical, multi-day conference servicing individuals in the water and wastewater industry. This Conference combines business meetings and technical conferences into a well-organized program which provides for social functions, entertainment, presentation of awards, and opportunity to promote a public awareness of the Section activities. *Chapter 7* of the Standard Practices Manual, *Policy 90-11-02*, assigns FLORIDA SECTION AWWA members to this Corporation which exists in partnership with FWEA and FWPCOA.

Section 8.2 Florida Water Resources Journal Corporation

The Florida Water Resources Journal (FWRJ) is owned by and serves as the official publication for FWEA, FWPCOA and FSAWWA. It is a technical publication oriented toward water treatment and distribution, wastewater collection and treatment, and storm water control. *Chapter 7* of the Standard Practices Manual, *Policy 90-11-02*, assigns FSAWWA members to this Corporation which exists in partnership with FWEA and FWPCOA.

The Section Chair writes an article monthly for this publication and each Council is given the opportunity to prepare an article to highlight specific goals or accomplishments. Legislative and regulatory issues are also considered.

Section 8.3 University of Florida TREEO

The University of Florida Training, Research and Education for Environmental Occupations (UF/TREEO) is the University's environmental training center providing non-credit continuing education courses and certificate programs to those working in environmental professions. Their mission is to enable students to understand federal and state regulations, environmental processes, and best management practices.

Section 8.4 Conserve Florida

The Water Utility Council of the FSAWWA, together with the Florida Department of Environmental Protection, the South Florida Water Management District, the St. Johns River Water Management District, the Southwest Florida Water Management District, the Northwest Florida Water Management District, the Su-

wannee River Water Management District, the Florida Public Service Commission, the Water Utility Council of the Florida Water Environment Association, and the Florida Rural Water Association make up the *Conserve Florida Water Clearinghouse*.

Collectively, these groups endorse the Joint Statement of Commitment regarding the Statewide Comprehensive Water Conservation Program for Public Water Supply:

To develop collaborative relationships with related programs and to collect, analyze, and make available reliable information and technical assistance to public water supply Utilities and water managers for use in developing effective and efficient water conservation programs.

Section 8.5 Florida WARN

Water Utilities are facing new, unprecedented challenges so existing security and preparedness efforts are being improved through innovation. Public infrastructure is at the heart of this process and FlaWARN is leading the way. FlaWarn is the formalized system of Utilities helping Utilities to provided immediate relief for member Utilities during emergency situations be they either man-made or natural disasters.

FlaWarn is made up of Water and Wastewater Utilities across Florida that assisted by regulatory, technical and law enforcement agencies. Currently, in addition to regional Utilities, FlaWarn collaborates with the FDEP, FWPCOA, FWEA, SEDA, UF TREEO, Florida Rural Water Association, Florida Division of Emergency Management, Rural Community Assistance Project and Florida Section AWWA.

Section 8.6 Water for People

As a founding supporter of Water for People, AWWA looks to the organization for its outreach to the developing world and for what its members do on a daily basis to bring safe, sufficient drinking water to their own communities. AWWA is the authoritative resource for safe drinking water and the largest organization of water professionals in the world. AWWA advances public health, safety and welfare by uniting the efforts of the full spectrum of the drinking water community. AWWA is a global sponsor for Water for People.

The Florida Section of AWWA is one of four water organizations that formed a charity donor group in 2006 called Florida's water Associations (FWA). The other organizations are FWEA, FRWA and FWPCOA. The primary mission of FWA has been and continues to be raising funds to support Water for People programs in developing countries.

The Florida Section Water for People Committee is leading the effort to create an additional program outside Water for People called Florida's Water Lifeline which would be managed be FWA. The purpose of Florida's Water Lifeline is to participate in worthy water and sanitation programs in developing counties. Young water professionals who are employees of Section members have volunteered to participate in Florida's Water Lifeline.

Chapter 9: Additional Resources

Additional resources located on our website include:

- American Water Works Association (AWWA) Bylaws
- Florida Section Articles of Incorporation
- Strategic Plan
- Strategic Business Plan

The following forms are also located on our website:

- Nominating Committee Report (what is this?)
- Fuller Award Annual Report (what is this?)
- Continuing Education Unit Cost Approval Application
- Certification and Training Guidelines
- Florida Section AWWA Distribution System Awards