

Ohio Water Environment Association Policies and Procedures

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INTRODUCTION

The Ohio Water Environment Association (OWEA) Policies and Procedures Handbook is a guideline for the Association Officers and Committee Chairs to assist them in their duties. It also contains various policies set by the Executive Committee. The document supplements the Constitution and bylaws and should be included with them.

The handbook contains only the major duties of each position and is not all inclusive of the required duties.

PART I - EXECUTIVE COMMITTEE

1. The Executive Committee shall act as the governing body of the Association and shall conduct its affairs subject to the conditions prescribed in the Constitution and the bylaws.
2. Meetings of the Executive Committee are usually held in September, November, January, March and June.
3. During the year in which a Director's term expires, the Executive Committee will elect a replacement for the Director to the Federation at the June Executive Committee meeting for a term of three years.

A candidate for Director shall have served as President (Chair) of the OWEA and shall no longer be on the Executive Committee at the time of appointment.

4. The Executive Committee shall select a person for the Larry D. Moon Outstanding Service Award at the Executive Committee Meeting immediately preceding the Annual Conference. Guidelines for the Award are as follows:

- a) Award is presented to recognize outstanding service to the Ohio Association over an extended period, which has not been otherwise recognized.
- b) Recipient must be a present or past member of the OWEA unless special circumstances warrant a waiver of this guideline.

c) Outstanding service can be represented by extended leadership in a standing or Ad Hoc committee, but is not limited to such areas.

d) Candidates are nominated by Executive Committee members and the recipient is approved by a simple majority of the Executive Committee.

e) One such award may be presented at each Annual Conference. The Executive Committee will determine whether a worthy recipient is available.

PART II - DUTIES OF OFFICERS

1. The President shall have general direction of the affairs of the Association, and shall:

Preside at Executive Committee Meetings.

Preside at the Annual Business Meeting.

Submit his nominations for Committee Chairs to the Executive Committee for approval at the June Executive Committee Meeting.

Appoint special committees as needed.

Appoint Executive Committee members as liaisons to Association Committees.

Appoint the Administrator of the Voluntary Certification Program

Act as spokesman for the Association regarding official matters.

Attend functions sponsored by WEF (MA Exchange Meetings, WEFTEC, etc.).

Write a presidential message for each issue of the Association publication.

Assist with various Annual Conference functions (interaction with WEF representatives, awards presentations, etc.).

Review the Constitution, bylaws and the Policies and Procedures handbook at the beginning of his term.

Review long range planning report at the beginning of his term.

Attend at least one meeting in each section during his term.

2. The President Elect shall assist the President in the performance of his duties and shall:

Fill in for the President when necessary.

Serve as chair of the program subcommittee of the Annual Conference committee.

Attend functions sponsored by WEF (MA Exchange meeting, WEFTEC, etc.).

Prepare brief remarks as incoming President to be presented at the at the Annual Conference.

Prepare committee appointments prior to the Annual Business Meeting.

Represent the Association at the Annual Leadership Workshop presented by WEF.

3. The Vice-President shall assist the President in the performance of his duties and shall:

Fill in for the President Elect and/or the President when necessary.

Serve as liaison to designated committees.

Chair the Ad Hoc Governance Committee.

Attend functions sponsored by WEF (MA Regional meeting, WEFTEC, etc.).

Represent the Association at the Annual Officers Workshop presented by WEF.

Be a member of the Publications Committee.

Review the Constitution and bylaws.

4. The Secretary-Treasurer shall disburse all funds and conduct the general fiscal business of the Association and shall:

Report the financial standing and the number of members at the Annual Business Meeting.

Assist the Annual Conference Committee.

Sign all contracts for the Association.

Assist all committees when necessary.

Attend WEF functions as directed.

Prepare and present a budget.

Oversee budget expenditures.

Prepare and distribute minutes of Executive Committee meetings.

Prepare and-distribute Executive Committee Meeting agendas with the Presidents input.

Prepare and distribute the minutes of the previous Annual Business Meeting

Prepare and-distribute the agenda for the Annual Business Meeting.

Nominate Assistant Secretary-Treasurer.

Oversee the duties of the Assistant Secretary-Treasurer.

5. The Assistant Secretary-Treasurer assists the Secretary-Treasurer in his duties as directed and shall:

Hold a non voting position.

Attend Executive Committee meetings.

Hold position for one year, renewable.

Fill in for the Secretary-Treasurer at Executive Committee meetings in his absence.

6. The Directors to the Water Environment Federation Board of Control shall represent the Association in the business of the Federation, shall report at each meeting of the Executive Committee on the affairs of the Federation, and shall present a report to the Association at the Annual Business Meeting. They shall attend WEF Board of control meetings, Regional meetings, and other special meetings as required.

The Directors shall host the Federation representative(s) at the Annual Conference of the Association. For the Federation representative(s), the Directors shall:

Prepare a schedule of events.

Keep representative(s) on schedule.

Entertain persons during Annual Conference free time.

Provide personal time in the schedule

Make a concentrated effort for the person(s) to meet the rank and file OWEA members.

Contact the Federation Representative(s) prior to the meeting and send a copy of the program and schedule for their information.

7. The Past President of the Association shall:

Attend Executive Committee meetings and the Annual Business Meeting.

Serve on the Awards Committee and the Nominating Committee.

Serve as liaison to designated Committees

Act as a resource for past actions of the Executive Committee.

8. The Section Delegates shall be appointed by their representative sections to serve on the Executive Committee and shall:

Attend all Executive Committee meetings.
Attend all respective section Committee meetings and report on activities at the Association Executive Committee meeting.
Report to the represented Sections any significant actions of the OWEA Executive Committee.
Serve as liaison to designated Committees.
Serve on special Committees as designated by the President.
Attend MA Regional Meeting.
Serve on the Governance Committee.

9. The Executive Administrator shall collect all funds and conduct the general fiscal business of the Association and shall

Maintain Association membership lists.
Maintain a post office box for the Association
Maintain a bulk rate/non profit postal permit.
Coordinate mailing of Association publications and committee projects.
Send dues for members to WEF monthly.
Arrange accommodations for the Executive Committee members to attend meetings (MA Exchange Meeting, etc.).
Prepare minutes of Executive Committee meetings.
Prepare and distribute meeting agenda with the Presidents input.
Notify members of the Executive Committee and other Committees of scheduled meetings.
Assist in the preparation of the Meeting announcements.
Call Executive Committee members for official business as required
Coordinate joint effort with OTCO "or specialty conference(s).
Distribute copies of the Constitution, bylaws and Policies Handbook to each member of the Executive Committee and each Committee Chair at the Annual Conference.

PART III - STANDING COMMITTEES

The Standing Committees of the Association shall be the Committees on Annual Conference, Auditing, Awards, Collection Systems, Government Affairs, Industrial Waste, Laboratory Analysis, Membership Nominating, Personnel Education, Plant Operations, Pretreatment, Publications, Public Education, and Safety. A standing committee is defined as a committee which has Association responsibilities. Completion of tasks are normally expected on a yearly basis and/or benefits the Association as a whole. All members of each standing committee must be active members of the Association unless otherwise exempted.

The President shall submit his nominations for Committee Chairs to the Executive Committee for approval at the June Executive Committee Meeting. Each Committee Chair shall serve a one year term and is eligible to be reappointed four consecutive times. A nominee for Committee Chair should have previously served at least one year on the Committee which he is being nominated to chair, unless otherwise exempted. The new committee Chair shall choose a Vice-Chair from the committee members who are starting the second year of their term on those committees which include Section representatives.

Most Standing Committees require that each Section be represented on the committee and each Section member be nominated for a two year term. The Section members shall not normally be eligible for more than two consecutive two year terms.

COMMITTEES:

1. Annual Conference

The Chair is recommended by the Host section Executive Committee and approved by the Association Executive Committee.

The Selection should take place before March of the year prior to the Annual Conference they are to organize. The selected incoming Chair should attend the March and June Executive Committee Meetings to familiarize himself with the Annual conference planning process and the Executive Committee personnel.

The Annual Conference Committee shall:

Make all arrangements necessary to conduct the Association Annual Conference including budget.

Work with local convention bureaus and Chambers of Commerce.

Follow guidelines outlined in the Local Arrangements Manual.

Prepare spouses program.

Chair shall attend all Executive Committee Meetings and update the Committee on progress of arrangements.

2. Auditing

The Auditing Committee shall:

Direct an annual review, of all Association financial transactions, balancing receipts and disbursements and dated balances with bank statements.

Prepare a written report attesting to the financial condition of the Association as of May 1 for the proceeding year.

Submit report to the Association Secretary-Treasurer one week prior to the Annual Conference.

Attend the Association Annual Business Meeting and make an oral report to the membership.

3. Awards

The Awards Committee shall:

Solicit nominations for each award through Section committee members.

Make recommendations to the Executive Committee for each award at the March Executive Committee Meeting.

Follow guidelines of Awards Committee Manual.

4. Collection Systems

The Collection Systems Committee shall

Educate the membership in the areas of technology, regulations, funding, preventative maintenance, public relations and safety for collection systems.

Provide timely assistance to the Association Executive Committee in matters related to Association activity in this area

Submit at least one article per year for publication in the Association Publication.

Submit for each issue of the Association Publication a report of committee activities

Review, at the request of the Publications Committee, potential articles for print

Recommend topics for the Annual Conference Program

Chair shall attend Executive Committee Meetings and report current activity.

Prepare a written summary of the year's activity for the Annual Business Meeting.

Assist other committees as needed.

Prepare an outline of projected yearly activities the committee has planned for presentation to the Executive Committee at the September meeting.

Prepare and present for approval a committee budget (if needed) for approval by the Executive Committee at the September meeting

Promote training opportunities

5. Government Affairs

The Government Affairs Committee shall:

Review and analyze proposed State and Federal legislation in water pollution control and related fields.

Provide timely assistance to the Association Executive Committee in matters related to Association activity in this area.

Submit at least one article per year for publication in the Association Publication related to current government activities.

Submit for each issue of the Association Publication a report of committee activities.

Review, at the request of the Publications Committee, potential articles for print.

Recommend topics for the Annual Conference Program.

Chair shall attend Executive Committee Meetings and report current activity.

Prepare a written summary of the year's activity for the Annual Business Meeting.

Assist other committees as needed.

Prepare an outline of projected yearly activities the committee has planned for presentation to the Executive Committee at the September meeting.

Prepare and present for approval a committee budget (if needed) for approval by the Executive Committee at the September meeting.

Promote training opportunities.

6. Industrial Wastes

The Industrial Wastes Committee shall:

Direct its effort toward issues associated with the collection, treatment, reuse and disposal of industrial wastes.

Recommend to the Executive Committee issues which are believed worthy of study by the Association.

Recommend topics for the Annual Conference Program.
Submit at least one article per year for publication in the Association Publication related to industrial wastes.
Submit for each issue of the Association Publication a report of committee activities.
Review, at the request of the Publications Committee, potential articles for print.
Chair shall attend Executive Committee Meetings and report current activity.
Prepare a written summary of the year's activity for the Annual Business Meeting.
Assist other committees as needed.
Prepare an outline of projected yearly activities the committee has planned for presentation to the Executive Committee at the September meeting.
Prepare and present for approval a committee budget(if needed)for approval by the Executive Committee at the September meeting.
Promote training opportunities.

7. Laboratory Analyst Committee

The Laboratory Analyst Committee shall:
Direct its efforts in the interest of promoting high quality performance of water pollution control laboratories.
Endeavor to improve communications between laboratories.
Promote professionalism by keeping abreast of training.
Keep analysts informed of any changes in the Environmental Protection Agency's approved methods.
Recommend topics for the Annual Conference Program.
Chair shall attend Executive Committee meetings and report current activity. Prepare a written summary of the year's activity for the Annual Business Meeting.
Assist other committees as needed.
Prepare an outline of projected yearly activities the committee has planned for presentation to the Executive Committee at the September meeting.
Prepare and present a committee budget (if needed) for approval by the Executive Committee at the September meeting.
Promote training opportunities.
Submit at least one article per year for publication in the Association Publication related to Laboratory Analysis.
Review at the request of the Publications Committee, potential articles for print.

8. Membership

The Membership Committee shall:
Formulate and implement policies and programs to increase and maintain the membership of the Association.
Present new membership policies and programs to the Executive Committee for approval.
Submit at least one article per year for publication in the Association Publication related to membership.
Submit for each issue of the Association Publication a report of committee activities.
Review, at the request of the Publications Committee, potential articles for print.

Attend Executive Committee Meetings and report current activity.
Prepare a written summary of the year's activity for the Annual Business Meeting.
Assist other committees as needed.
Prepare an outline of projected yearly activities the committee has planned for presentation to the Executive Committee at the September meeting.
Prepare and present a committee budget (if needed) for approval by the Executive Committee at September meeting.
Promote training opportunities.
Coordinate efforts and programs of the WEF with current Association membership activities.

9. Nominating

The Nominating Committee shall-
Consist of the three (3) past Association Presidents
Nominate candidates for the offices of President-Elect, Vice President and Secretary- Treasurer.
Chair shall prepare nominations for presentation at the June Executive Committee Meeting.
Present the nominations during the Annual Business Meeting.
Chair shall be the most senior Past-President.

10. Personnel Education

The Personnel Education Committee shall:
Work to achieve recognition of persons working in the field.
Support and coordinate activities of association members.
Recommend topics for the Annual Conference Program.
Submit at least one article per year for publication in the Association Publication related to personnel education.
Submit for each issue of the Association Publication a report of committee activities.
Review, at the request of the Publications Committee, potential articles for print.
Chair shall attend Executive Committee Meetings and report current activity.
Prepare a written summary of the year's activity for the Annual Business Meeting.
Assist other committees as needed
Prepare an outline of projected yearly activities the committee has planned for presentation to the Executive Committee at the September meeting.
Prep are and present for approval a committee budget (if needed) for approval by the Executive Committee at the September meeting.
Promote training opportunities.
Promote Operators Education Days in each Section.

11. Plant Operations

The Plant Operations Committee shall:
Direct its efforts toward the study of activities associated with the treatment and management of municipal wastewater and residuals.
Prepare white papers and summary reports for Executive Committee action.
Recommend topics for the Annual Conference Program.

Submit at least one article per year for publication in the Association Publication related to plant operations.

Submit for each issue of the Association Publication a report of committee activities.

Review, at the request of the Publications Committee, potential articles for print.

Chair shall attend Executive Committee Meetings and report current activity.

Prepare a written summary of the year's activity for the Annual Business Meeting.

Assist other committees as needed.

Prepare an outline of projected yearly activities the committee has planned for presentation to the Executive Committee at the September meeting.

Prepare and present for approval a committee budget(if needed)for approval by the Executive Committee at the September meeting.

Promote training opportunities.

Respond to questions and/or concurs of the Association membership with respect to plant operations.

12. Pretreatment

The Pretreatment Committee shall:

Chair shall attend Executive Committee Meetings and report current activities. Prepare a written summary of the year's activities for the Annual Business Meeting.

Assist other committees as needed.

Prepare an outline of projected yearly activities the committee has planned for presentation to the Executive Committee at the September meeting.

Promote training opportunities.

Prepare and present for approval a committee budget(if needed)for approval by the Executive Committee at the September meeting.

Prepare and present a financial report to the OWEA Executive Committee at the June Executive Committee Meeting.

13. Publications

The Publications Committee shall:

Provide guidance and assistance to ensure all Association publications maintain the highest standards.

Technically review all articles for publication.

Meet a minimum of four (4) times a year.

Annually review and update for Executive Committee review the written policies and procedures of the Association Publication.

Chair shall attend Executive Committee Meetings and report current activity.

Prepare a written summary of the year's activity for the Annual Business Meeting.

Assist other committees as needed.

Prepare an outline of projected yearly activities the committee has planned for presentation to the Executive Committee at the September meeting.

Promote training opportunities.

Prepare and present an Annual Budget and Financial Report to the OWEA Executive Committee. The Budget is due at the September Executive Committee Meeting.

The Financial Report is due at the June Executive Committee Meeting.
Coordinate activities and provides directions to the Association's Publications Editor.
Be responsible for advertising sales and maintenance of records.

14. Public Education

The Public Education Committee shall:

Be responsible for public awareness and public education programs.
Promote activities of the Association and its members.
Coordinate Water Quality Awareness Week activities.
Coordinate student related activities including science fair programs.
Prepare and coordinate press releases -and general articles of interest.
Report Ohio Association activities to Federation Publication.
Recommend topics for the Annual Conference Program.
Submit at least one article per year for the Associations Publication related to public education.
Submit for each issue of the Association Publication a report of committee activities
Review, at the request of the Publications Committee, potential articles for print.
Chair shall attend Executive Committee Meetings and report current activity.
Prepare a written summary of the year's activity for the Annual Business Meeting.
Assist other committees as needed.
Prepare an outline of projected yearly activities the committee has planned for presentation to the Executive Committee at the September meeting.
Prepare and present a committee budget (if needed) for approval by the Executive Committee at the September meeting.
Promote training opportunities.

15. Safety

The Safety Committee shall:

Directs efforts toward formulating objectives, programs and policies in the interest of safety concerning the construction, operation, and maintenance of wastewater treatment plants and collection systems.
Conduct the Safety Certificate Program.
Make selections for Association safety awards.
Make selections for the Federation's George W. Burke, Jr. Award.
Recommend topics for the Annual Conference Program.
Submit at least one article per year for publication in the Associations Publication related safety.
Submit for each issue of the Association Publication a report of committee activities.
Review, at the request of the Publications Committee, potential articles for print.
Chair shall attend Executive Committee Meetings and report current activity.
Prepare a written summary of the year's activity for the Annual Business Meeting.
Assist other committees as needed.
Prepare an outline of projected yearly activities the committee has planned for presentation to the Executive Committee at the September meeting.
Prepare and present a committee budget (if needed) for approval by the Executive Committee at the September meeting.

Promote training opportunities.

Coordinate publications and distributions of the Association's Safety Manual.

PART IV - AD HOC COMMITTEES

Special Ad Hoc Committees may be appointed by the Association President as deemed necessary. A special committee is defined as a committee which performs work in specific areas within the Association as assigned by the Association President and the Executive Committee. -

The Committee may not be expected to complete yearly goals nor would the Committee be required to report at the Annual Business Meeting unless requested by the Association President. All members of any special committee must be active members of the Association, unless exempted by the Executive Committee.

PART V - POLICIES AND GUIDELINES

1. Reimbursement Policies:

WEF Officer's Workshop - Meals, lodging and the current IRS mileage deduction rate will be paid for the attendance of the President-Elect, Vice-President, and Secretary-Treasurer to the WEF Officer's Workshop, if their expenses are not paid by their employers.

WEF Regional Meeting - Members of the Executive Committee and, periodically, committee chairmen are encouraged to attend the Regional Meeting conducted by the Federation. The Association will pay for one night's lodging, and the current IRS mileage deduction rate for attendance at the Regional Meeting, if their expenses are not paid by their employers.

WEF Annual Conference - Travel and registration expenses will be paid for attendance of the Directors to the Federation Board, for the Association President, and for the Secretary-Treasurer, if their expenses are not paid by their employers.

2. Table Top Exhibits

Table top exhibits are encouraged for the Annual Conference due to their educational value. Space for them should be a prime consideration when choosing a conference site.

3. Liability Insurance

There are two (2) types of liability insurance the Association should have to protect the officers and members:

General Liability

Professional Liability

4. Bonding

The Secretary-Treasurer of the Association shall be bonded.

5. Fiscal Year

The fiscal year of the OWEA will be January 1st to December 31st.

6. Awards, Certificates and Plaques

All Association awards will be laminated on plaques. Frames will be used for the SSSSS Certificates and the Science Fair Awards.

7. Select Society of Sanitary Sludge Shovelers (SSSSS)

The OWEA will support the Ohio SSSSS Chapter by keeping records of the selectees and by purchasing certificates and shovel emblems as needed,.

An annual breakfast meeting of the SSSSS Chapter will be held in conjunction with OWEA Annual Conference.

PART VI - POLICIES AND PROCEDURES FOR BUCKEYE BULLETIN

The purpose of the Buckeye Bulletin is to serve as a conduit for the transfer of information between members of the Ohio Water Environment Association, Inc. (OWEA). As such, it will provide educational and informational material in as economical a manner as practical while maintaining a high degree of quality.

In order to consistently achieve these goals, the following policies and procedures are established:

A. Publication

1. Four issues per year will be published. They will be the Spring, Summer, Autumn and Winter issues.

2. Deadlines for each are as follows:

ISSUE DEADLINE PUBLICATION

- a. Spring 1/1 February
- b. Summer 4/1 May
- c. Autumn 7/1 August
- d. Winter 10/1 November

3. All articles published as feature articles and including a byline must be accompanied by a written "permission to publish" from the author.

4. Articles may not be accepted for publication as a feature article if it is written by a manufacturer or supplier about the product they represent.

5. All reasonable efforts are to be made to include, in each issue, an article that highlights an Ohio Wastewater Treatment Facility.

6. Each issue will contain a disclaimer stating that articles and opinions are those of the authors - not of the Ohio Water Environment Association.

7. A financial report for the OWEA will be published annually.

B. Editor

1. A contracted Editor will have overall responsibility for the Buckeye Bulletin.

2. The Editor is answerable to the OWEA Executive Committee and the Publications Committee.

3. In the event that an Editor must be replaced, the Publications Committee will be responsible for recruiting and interviewing potential Editors and for making a recommendation to the OWEA President. The appointment is approved by the Executive Committee.

Duties of the Editor will include but not necessarily be limited to the following

items:

a) Publish 4 issues per year.

b) Select and coordinate with a printer selected for economy, cooperativeness and timeliness of printing.

c) Maintain an accurate and up-to-date mailing list of subscribers and an up-to date list of advertisers.

d) Hold a seat on the Publications Committee (other than that of Chair).

e) Handle all relevant correspondence.

f) Solicit advertising.

g) Have payments related to the Buckeye Bulletin approved by the OWEA Secretary-Treasurer.

h) Ensure that all "authored" articles and papers are accompanied by a "Permission-to-publish" from the author.

i) Publish BB Notes as needed (up to six issues per year).

C. Editorial Committee

1. The Editorial Committee will be comprised of a minimum of seven members:

a) Publications Committee Chair

b) Editor of Buckeye Bulletin

c) A representative of each section

d) The Vice-President of the OWEA

2. Committee membership will be governed as outlined in the bylaws of the OWEA.

3. The Committee shall meet a minimum of 4 times per year and will address as a minimum the following items:

a) Annual review and update of these Policies and Procedures.

- b) Critique each issue of the Buckeye Bulletin.
- c) Annually layout themes or article features for the issues to be published the following year.
- d) Recommend any changes needed in format.
- e) Review the Financial Report of the Editor.
- f) Review potential articles for appropriateness.

4. The solicitation of advertisements will be a priority to this committee. At least once annually a program to increase advertising will be initiated by the Committee and reported on to the OWEA Executive Committee.

5. Invoice and collect advertising monies, forwarding same to the Secretary-Treasurer of OWEA. Maintain accurate and understandable records related to advertising monies .

6. The Editorial Committee may forward, for review by the appropriate OWEA Standing Committee, any potential article that deals with a topic specific to the functions and charges of that Standing Committee.

D. Advertising

1. The goal of advertising is to pay the cost of publication of the Buckeye Bulletin. Advertising rates shall be reviewed yearly. In the event that the Editorial Committee deems it necessary to adjust advertising rates, a brief report of the new rate structure will be prepared and submitted to the OWEA Executive Committee for its approval.

2. A list of nonprofit agencies or organizations, sponsored by the OWEA or the WEF, will be reviewed at least annually by the Editorial Committee. Entities may be added to or deleted from the list as dictated by the committee. Each entity on the list will be entitled to one (1) "business card" ad per issue at no charge to the entity.

3. "Help Wanted" ads will be accepted for a fee of \$25.00 per insertion for Association members only and will be limited to a brief description of the job and a contact person. The brevity is required to maintain professionalism and reduce commercialism in the "Help Wanted" area.

BUCKEYE BULLETIN ADVERTISING RATES

(All rates are on contract for consecutive issues paid in advance)

Reproduction by Photo-offset.

Advertising may be supplied as camera-ready copy or as offset negatives.

Will accept rough copy to be typeset at cost.

PART VII - ANNUAL CONFERENCE PLANNING SCHEDULE

PREVIOUS YEAR

The Annual Conference Committee Chair shall use the following as a guideline for planning:
June Chair shall attend OWEA Executive Committee Meeting.

Distributes promotional material for next year's Annual Conference.
Obtain copies of the contracts for the meeting space from the Association Secretary/Treasurer.

September Submit list of Annual Conference Committee members to OWEA Executive Comm.
Obtain copies of previous year's budget, planning manuals, etc. from the previous years Annual Conference Chair.

November Visit the Annual Conference Meeting site with the Program Chair and the Association Secretary/Treasurer.

ANNUAL CONFERENCE YEAR

January - Submit a proposed budget to the Executive Committee for review and approval.
Obtain approval for registration fee changes.
Program Chair submits preliminary program to the Executive Committee for approval.
Exhibitor Chair prepares Exhibitor Announcements and contracts for submittal to the Association Secretary/Treasurer. (Include a rough schedule of events and a floor plan of the exhibit area.).

February Exhibitor Announcements and Contracts are mailed by the Secretary-Treasurer the third week of February.

March Program Chair submits a final program to the Executive Committee for review and final approval.
(NOTE: The Program must be ready for inclusion in the May Issue of the Buckeye Bulletin.)
Host Executive Committee Meeting at the headquarters hotel.

April Registration Chair rents a Post Office Box, if necessary, and makes arrangements to receive preregistrations.
Program Chair working in conjunction with the Annual Conference Chair submits final program and accompanying registration information ready for printing to the Secretary-Treasurer.
Members of the registration committee and program committee help prepare the mailing.
Secretary-Treasurer mails the Announcements and program on April 15.
Secretary-Treasurer sends copies of returned contracts are sent to the Exhibit Area Chair.
Exhibitor table assignments are determined by the Exhibit Area Chair and sent to the Secretary-Treasurer.

May Secretary-Treasurer mails confirmation letters to the exhibitors on May 1st.
Registration Chair periodically sends copies of preregistrations, accompanying fees and a tabulation to the Secretary-Treasurer.

June A final coordination meeting is held with the hotel and convention center personnel.

PART VIII - GUIDELINES FOR SELECTION OF CANDIDATES FOR ASSOCIATION AWARDS BY THE AWARDS COMMITTEE

Eligibility

No present members of the State Executive or Awards committee shall be considered as a candidate. All award nominees must be a paid current member of the Association. Affiliate members are not eligible for National awards. Professional Wastewater Operations Division members are eligible for all awards.

Nominations

Candidates shall be nominated by the four committee members selected by the Sections. Candidates from the previous year may be reconsidered at the desires of the Awards Committee. Nominees for the Morgan & Camp Awards are selected one year in advance from when they will be submitted, in order to prepare the award submittal.

Members Voting

The Committee Chair shall vote only in the event of the a tie as defined below.

Voting Procedure:

Each Committee member shall cast a maximum of four votes for each award. In the event there are less than four candidates, the number of votes shall equal the number of candidates. The point value of each vote shall be in descending order - four being highest and one being lowest. Following the balloting, the highest total numerical value of points shall be the winner. (See example below.) In the event of a tie, the balloting shall continue between the candidates involved in the tie. In the event of a second tie, the chairman shall cast a boot.

EXAMPLE:

Committee Members	1	2	3	4	5	6	Total
Candidate #1	4	3	2	4	3	4	20
#2	3	4	3	3	2	-	15
#3	1	-	1	2	1	1	6
#4	2	1	-	1	-	2	6
#5	-	2	4	-	4	3	13

Winner is candidate #1