

## **READ THIS FIRST**

### **TAWWA GOVERNING DOCUMENTS - DRAFT**

#### **PURPOSE:**

Approximately ten years ago, the Texas Section AWWA adopted new streamlined bylaws and adopted the current Governing Documents (FILE NAME: **Current Governing Documents**). It became apparent that as the activities of Texas Section has evolved over time, certain revisions needed to be made to the Governing Documents.

Additionally, the roles and responsibilities of certain Divisions and Committees either were not clearly defined or needed updating. As part of this process, the Section Divisions and Committees have been better aligned with those in AWWA. This necessitated the name change of one Division and the creation of a new Water Science and Research Division. This revision also provided the opportunity review the Section Organizational Chart.

At the October 2007 Board meeting, the Board adopted the proposed changes subject to a review and comment period by the membership. Following that period, the Board charged the Executive Committee with reviewing and evaluating member comments to finalize the documents prior to the March 25, 2008 Board Meeting at Texas Water 2008. The Board will then adopt the final revised document at the Board Meeting.

While I realize the document is long, below are the main highlights of the changes.

#### **TASK:**

Please review the highlights below. Primarily, the Board and Executive Committee are seeking comments on the changed noted below. The full revised document is called **DRAFT Governing Documents**.

Feel free to review the entire document to become familiar with the Section Policies and Procedures. Generally most of the routine policy statements have not been changed and are already adopted as Section practices.

#### **COMMENT METHOD:**

The Comment Period is open from January 10, 2008 through February 8, 2008. Comments should be made by email directly back to Executive Director Mike Howe at [mikehowe@tawwa.org](mailto:mikehowe@tawwa.org).

When commenting, please refer to the specific page number, then paragraph number on the page, then a clear reference to the text you are commenting on. One way to do this would be to provide a short excerpt of the text. (i.e. – Page 1, Paragraph 8, beginning with “The Section is principally composed of members employed by public and private utilities . . .”)

Below the reference, provide the suggested new text and a brief reason why if necessary.

Please include your name and contact information if we have a question about your suggested changes.

Should you have a question about any part of the document, send your question via email to [mikehowe@tawwa.org](mailto:mikehowe@tawwa.org).

## **HIGHLIGHTS of new document**

Pages 1- 11 – Changes are outlined below and include a new Organization Chart and Region/Chapter map as part of the document.

### **OFFICERS**

The Past Chair has been added as a member of the Officers as the current Section practice.

### **EXECUTIVE COMMITTEE**

**The Chair of the General Policy Advisory Committee from the Executive Committee (page 2)** as this was an artifact from the past and has been changed in practice. The role of the GPAC has changed from ten years ago and is reflected later in the document.

### **TRUSTEES/DEPUTY TRUSTEES**

Two new responsibilities (#2 and #3) have been added regarding the role of Trustees in regards to Chapters. **See page 10 of the new document.**

## **COUNCILS, DIVISIONS AND COMMITTEES**

**Pages 12- 32 of the new document**

### **WATER UTILITY COUNCIL**

**The only change was to add “The WUC also supports TXWARN.”**

### **DIVISIONS**

This is the area with the most significant changes in the whole document. One new Division has been added to conform to AWWA's practice and one other has been renamed to also conform to AWWA.

Additionally, more precise definitions of the roles of each Division and specific areas of responsibility under each now conform to the tasks outlined by AWWA.

Some minor text updates have also been made.

#### **1. WATER QUALITY DIVISION has been changed to WATER QUALITY AND TECHNOLOGY DIVISION**

**See the new list of responsibilities for this newly named Division.**

#### **2. The WATER SCIENCE AND RESEARCH DIVISION has been created.**

Please review the responsibilities of this newly created Division.

The addition of this new Division will eliminate the Research Committee. This change is reflected in the Committee list later in the document and in the new Organizational Chart. This resolves the poorly defined role of a separate Research Committee.

## COMMITTEES

The Committees have once again been divided into their specific tasks or classes.

Some committees are **Administrative Committees** and serve certain Section operations functions, such as Audit, Awards, Financial Planning, etc.

Other Committees are **Training Committees** and operate in a similar fashion to Divisions with similar responsibilities to provide training, etc. These include the **Customer Service Committee** or the **Public Information Committee** plus others.

The third group of Committees is the **Texas Water Conference Committees** such as the **Program Committee** or the **Site Selection Committee**, etc.

All of the Section Committees have been placed under one of the three headings, **Administrative, Training or Texas Water Conference Committees**. I think this will make the process of understanding each better. The Organizational Chart reflects this change.

The most significant change of responsibilities has been in the **General Policy Advisory Committee (GPAC)**.

Prior to 1997, the GPAC was charged with all policy decisions of the Section. This role was complicated and cumbersome. Since then, the Section Bylaws were streamlined and much of what were the meaningful parts of the old Bylaws was incorporated into the **Section Governing Documents** including the cumbersome activities of the GPAC.

The role of the GPAC naturally changed to being the prospective policy review arm of the Section. In the past ten years, the GPAC has reviewed new policies as they have been proposed such as the Chapter policy and Chapter Scholarship policy and made recommendations to the Board.

Therefore, I have made changes to the GPAC's role to reflect their current function.

In addition, I have added the very important role to the GPAC of being the lead group to review and update the Section Strategic Plan and to organize and lead the Section Orientation held each May.

In addition, the GPAC is now charged with implementing and analysis of the bi-annual Membership Satisfaction Survey with Section office support.