

Joint Water/Wastewater Instrumentation Conference Liaisons of the California Water Environment Association

STANDING RULES

1.0 MISSION STATEMENT

- 1.1 The Joint Water/Wastewater Instrumentation Conference (JIC) Liaison(s) are liaisons from the California Water Environment Association, hereinafter referred to as the Association, to the JIC which is jointly sponsored by the Association, the California/Nevada Section of the American Water Works Association, and the Instrumentation Society of America. The Liaison(s) shall work to provide information and ideas related to instrumentation control of water and wastewater, as well as the latest methods and techniques for improved operation and maintenance of instruments and analyzers.

2.0 OBJECTIVES

- 2.1 The Liaison(s) are responsible to provide JIC with the most accurate and current information available to him/her, and advise the JIC on matters based on his/her best judgment.
- 2.2 The Liaison(s) shall act as a resource for the JIC and the Association in matters relating to instrumentation and actively participate in the JIC annual workshop.

3.0 MEMBERSHIP

- 3.1 Each Liaison shall be a member of the Association during his/her term of office.
- 3.2 The Association President shall appoint the liaison(s) to JIC to a one (1) year term within thirty (30) days after the annual business meeting. The Association President may appoint a replacement for a liaison in cases where they cannot fulfill his/her term. The Committee shall submit to the Association President-Elect by the first of March the name of nominees for the liaison positions.
- 3.3 Each Liaison shall serve not more than five (5) consecutive terms.

4.0 DUTIES AND FUNCTIONS

- 4.1 Act as part of a whole Committee, which is comprised mainly of non-Association members, on behalf of the Association and in the best interests of the wastewater community of California.
- 4.2 Submit a quarterly report to the Executive Director for presentation to the Board, and copies of all meeting agendas. The Liaison report shall contain activities,

recommendations, or other information of importance relating to the activities of the Committee or Association.

5.0 OPERATING PROCEDURES

- 5.1 Each Liaison shall comply with all procedural requirements established from time to time by the Board.
- 5.2 Each Liaison shall attend Association and JIC meetings as necessary to carry out his/her function.
- 5.3 The Liaisons shall not represent or purport to represent any official position or policy statement of the Association without prior approval of the Board.
- 5.4 The Liaisons shall not open or maintain JIC or Association bank accounts without written approval of the Association Board of Directors.

6.0 BOARD LIAISON

- 6.1 There shall be no Board Liaison appointed, rather the most senior Liaison shall be responsible for reporting actions of the JIC to the Board.

7.0 AMENDMENTS

- 7.1 Amendments to these Standing Rules may be proposed by a majority of the Liaisons, or by the Membership and External Relations Committee of the Board, or by the Board. All proposed amendments shall be referred to the Association Membership and External Relations Committee for certification as to being in conformance with the Constitution and Bylaws of the Association. Amendments to the Standing Rules shall be considered adopted with the approval of the Board.

ACCEPTANCE BY COMMITTEE: _____ **DATE:** _____
LIAISON/Chair

APPROVED BY CWEA: _____ **DATE:** _____
PRESIDENT

ATTESTED: _____ **DATE:** _____
EXECUTIVE DIRECTOR