

Section:	GO-2 Governance	Approval Date:	7/31/2015
Policy:	GO-2.6 Councils, Committees, and Special Committees and Task Forces	Latest Revision:	1/31/2025

GO-2.6 Councils, Committees and Task Forces

2.6.1 Council of Past Presidents

The Bylaws establish a Council of Past Presidents as a mechanism for the past presidents to continue to make valuable contributions to the Association.

2.6.1.1 Purpose

The purpose of the council is to:

- Enable the past presidents to advise and counsel the President and Board on Association matters from their unique perspective of experience and background.
- Provide an opportunity for fellowship for past presidents.
- Perform such other duties and responsibilities as may be assigned by the President and/or Executive Director/Secretary, with approval of the Board.

2.6.1.2 Membership and Attendance at Board and Executive Committee Meetings

The Council of Past Presidents will consist of all past presidents of the Association who serve on the council until each is no longer able to or wishes to serve. Members of the Council of Past Presidents are invited to attend and participate in the Association's Board and Executive Committee meetings, including attending closed session, as well as attending other special events. With the exception of the Immediate Past President, members of the Council of Past President will be non-voting.

2.6.1.3 Honorary Life Membership

All past presidents are granted an honorary life membership in the Association.

2.6.2 Committees

2.6.2.1 Purpose

Committees are an integral part of the Association's activities and policy development. Structured to include representation from all 10 of the Association's regions, committees provide key technical and policy input to the Board and bring together expertise and members' perspectives from across the state. The subject matter focus ranges from water management/quality and federal/state legislation to membership and communications.

Committees elevate issues of importance to the Board for information and action. Additionally, the Board may assign specific policy and technical work to committees before determining a specific course of action.

2.6.2.2 Duties and Authority

The Association's committees provide key technical and policy input in support of the Board's approved goals and objectives, consistent with the parameters established by Bylaws and policies.

Committees will develop an action plan at the beginning of each term consistent with and in support of the Board's adopted Strategic and Business Plan. The action plan will include:

- A discussion of the goals for the committee's term.
- A detailed work plan and schedule for accomplishing the goals.
- A list of committee member assignments to meet the schedule.

Following the Board's adoption of the Strategic and Business Plan, committees will submit their action plans to the Board for review and concurrence with the Board's approved goals and objectives.

Following the Board's review, the action plans for each committee will be forwarded to all committee chairs to facilitate coordination between committees on matters of mutual concern.

Committees will evaluate their action plans at the end of each term and make appropriate recommendations for consideration by the newly appointed committee.

2.6.2.3 Committee Chairs

2.6.2.3.1 Duties and Authority

The committee chairs will:

- Serve as a voting member of the Board as the principal liaison between the committee and the Board.
- Preside at meetings of their respective committees.
- Present a written or oral report regarding committee activities or recommendations to the Board as needed.
- Coordinate the scheduling of meetings to foster total committee member attendance and avoid conflicts.
- Appoint subcommittees as necessary to carry out the committee responsibilities.
- Coordinate with other committees that deal with matters of mutual concern.

The committee vice chairs will perform the duties of the committee chairs in their respective committee chair's absence.

2.6.2.4 Committee Composition

Each limited standing committee will have a membership composition that is comprised of members in the quantity and with qualifications as defined by the provisions of the Association's Bylaws and as defined in Board policies. The committee chair position will not be included in the maximum count for determining the committee composition total of any given limited committee. The committee chair will, however, be a voting member of their respective committees subject to the rules and procedures of each committee.

2.6.2.5 Appointment Process

In order to serve on any standing or regular committee, an individual must be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. A duly designated representative will not have access to member benefits unless they are affiliated with a member agency, associate, or affiliate of the Association. If an individual ceases to meet these criteria during the term of the appointment, the individual may not continue to serve during the remaining term of that appointment unless that individual can again meet the criteria for appointment and is appointed to complete the term.

All committees of the Association will strive to provide continuity in leadership, geographically distribute membership, and ensure all regions are adequately represented.

Association members will submit nominations for committee appointments in writing for consideration by the region chair and vice chair. If an agency chooses to designate a representative other than a director or salaried staff member, written confirmation to that effect must be received in the Association's office prior to appointment consideration. Nomination forms can be obtained from the Association office.

For purposes of determining membership on a limited committee, only one agency representative may be appointed with the following exceptions:

- Two members from the same agency can be represented on a limited committee when one serves as the committee chair as the chair position is not included in the maximum count for determining the committee composition total.
- Other individuals representing the same agency may serve on subcommittees of a given limited committee.

The President will appoint all committee chairs, vice chairs, and members, who will serve for a two-year term to coincide with that of the President. The term of the standing committee chairs and vice chairs will commence as soon after January 1 of the even-numbered year as they may be appointed by the President and ratified by the then-seated Board. The President will make the committee appointments following the recommendations submitted by region chairs and vice chairs.

2.6.2.6 Vacancy Appointment Process

When a vacancy occurs on any given committee throughout the two-year term, the President and affected region chair will fill the vacancy consistent with the eligibility criteria set forth in Policy 2.6.2.5 and committee composition criteria set forth in Policy 2.6.2.10.

2.6.2.6.1 Deadline for Filling Vacancies

Committee vacancies occurring in the odd-numbered year after July 31 will remain vacant until the next term.

2.6.2.7 Attendance

If any committee chair has two consecutive, unexcused absences from their respective committee meetings, the President will appoint a new committee chair. Two consecutive, unexcused absences from a limited committee will constitute a resignation, and a replacement will be named as soon as possible thereafter.

2.6.2.8 External Liaison Committee Member

Upon recommendation of a committee chair, region chair/vice chair, or the Executive Director, the President may appoint liaison committee members who will serve for the same term as the President. Liaison members will be chosen due to their knowledge and expertise in an identified area.

Liaison members cannot vote, but will receive copies of *ACWA News* and can register for the Association's activities utilizing the member fee structure as an acknowledgment of the service provided the Association.

2.6.2.9 Staff Liaison Role to Committee

The Executive Director will appoint a staff liaison to each committee to support and assist with the accomplishment of its goals. Staff liaisons will, as appropriate:

- Review with the respective committee chair existing Association policies and procedures that pertain to committees and their functions. Staff liaison will monitor compliance with the Association's policies and procedures and provide clarification when necessary.
- Establish with the chair guidelines for the handling of agendas, minutes, meeting scheduling, follow up, and reporting. Staff liaison will ensure committee meeting minutes are prepared, distributed, maintained, and posted to the Association's website.
- Work with respective committee chair to facilitate the development of committee's work plan.
- Work with appropriate staff to schedule the Association's conference rooms and to coordinate other location arrangements when meetings are held outside of the Association.
- Coordinate facility arrangements, meeting room setup, and audio-visual resource requirements for meetings.

- Provide information link from the Association to the committee, report to the committee on Association and Board actions, work with the chair to facilitate reports to the Board on committee's activities, as needed.
- Provide updates to appropriate staff supervisor on key issues/problems that arise from committee activities consistent with established procedures.
- Work closely with appropriate staff to ensure the integration of committee needs, such as articles for *ACWA News*, conference programs, seminars, etc.
- Verify and monitor committee's budget and expenses and provide direction to accounting staff for disposition, as appropriate.
- Monitor timelines for committee activities and ensure appropriate follow through.
- Track committee attendance throughout the term utilizing established internal procedures.
- Notify appropriate staff when a vacancy occurs to ensure vacant positions are promptly filled.

2.6.2.10 Standing Committees

2.6.2.10.1 Meetings

Standing Committees will meet at such times and places as determined by the respective committee chair to conduct the committee's business, but no less than two times a year.

Any committee meeting may be conducted, in whole or in part, by telephone, electronic transmission, or by electronic video screen communication. A committee member will be deemed present in person at the meeting if the following apply:

1. Each committee member participating in the meeting can communicate concurrently with all other committee members.
2. Each committee member is provided the means of participating in all matters before the committee, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the committee.

2.6.2.10.2 Agriculture Committee

Purpose: The purpose of the Agriculture Committee is to develop and recommend Association policy, positions and programs to the Board, State Legislative Committee, Federal Affairs Committee or other committees, as appropriate, regarding agricultural issues affecting the interests of the Association and its members.

Committee Composition: Unlimited. The committee will consist of at least one member from each region.

2.6.2.10.3 Business Development Committee

Purpose: The purpose of the Business Development Committee is to develop and recommend to the Board programs and activities to be provided or administered by the Association that generate non-dues revenue and provide a service or benefit to member agencies.

Committee Composition: Unlimited. The Business Development Committee will consist of at least one member from each region and may include members from any of the other standing committees.

2.6.2.10.4 Communications Committee

Purpose: The purpose of the Communications Committee is to develop and make recommendations to the Board regarding a comprehensive internal and external communications program for the Association.

Committee Composition: Limited. The Communications Committee will consist of a maximum of 40 members. Of that number, at least one member will be from each region.

2.6.2.10.5 Energy Committee

Purpose: The purpose of the Energy Committee is to recommend policies and programs to the Board and to the State Legislative Committee and/or Federal Affairs Committee as appropriate.

Committee Composition: Unlimited. The Energy Committee will consist of at least one member from each region.

2.6.2.10.6 Federal Affairs Committee

Purpose: The purpose of the Federal Affairs Committee is to review all federal legislative proposals and regulatory proposals affecting member agencies, after consulting with other appropriate committees, and to develop Association positions consistent with existing policy, where it has been established; recommend sponsorship of bills that will resolve problems or improve conditions for member agencies; and assist in the establishment of the Association's federal legislative program.

Committee Composition: Limited. The Federal Affairs Committee will consist of at least one, but no more than five members from each region.

DC Conference: Committee members are strongly encouraged, but not required, to attend the annual DC Conference.

2.6.2.10.7 Finance Committee

Purpose: The purpose of the Finance Committee is to make recommendations to the Board regarding annual budgets, dues formula and schedules and other revenue-producing income, annual audit and selection of an auditor, and investment strategies.

Committee Composition: Limited. The Finance Committee will consist of the President and Vice President of the Association as *ex officio* members, either the chair or vice chair from each of the Association's 10 region boards, and one additional member from each region with experience in financial matters.

Committee Chair: In addition to the duties and authority set forth in Policy 2.6.2.3.1 for committee chairs, the Finance Committee Chair performs the following duties:

- Serves as a voting member of the Executive Committee.
- Authorizes expenditures from the Executive Director's contingency fund in conjunction with the President and Vice President.
- Reviews and approves the Executive Director's monthly expense reports in conjunction with the President.

2.6.2.10.8 Groundwater Committee

Purpose: The purpose of the Groundwater Committee is to recommend policies and programs to the Board and to the State Legislative Committee and/or Federal Affairs Committee as appropriate.

Committee Composition: Unlimited. The Groundwater Committee will consist of at least one member from each region.

2.6.2.10.9 Legal Affairs Committee

Purpose: The purpose of the Legal Affairs Committee is to support the mission of the Association, and more particularly to deal with requests for assistance involving legal matters of significance to member agencies, including but not limited to state and federal court litigation, water rights matters, selected regulatory and resources agency matters, proposed bylaw revisions, review of legislation as requested by the State Legislative Committee, etc. The committee will consider matters and issues submitted to it in order to determine which ones are of major significance to member agencies and, assuming a finding of major significance, recommend to the Board the position(s) which the committee believes the Association should take with respect thereto.

Committee Composition: Limited. The Legal Affairs Committee will be composed of 34 to a maximum of 44 attorneys, each of whom will be a member of the California Bar and will be, or act as, counsel for a member agency, representing diverse interests within the Association, including but not limited to, different geographical areas throughout the state, large and small agencies, agricultural and urban agencies, agencies created under the various enabling statutes, etc. The committee will consist of at least one member from each region.

2.6.2.10.10 Local Government Committee

Purpose: The purpose of the Local Government Committee is to recommend policies to the State Legislative Committee, as appropriate, and Board on matters affecting water agencies as a segment of local government in California.

Committee Composition: Limited. The Local Government Committee will consist of at least one, but no more than three members from each region.

2.6.2.10.11 Membership Committee

Purpose: The purpose of the Membership Committee is to assist staff in developing membership recruitment and retention programs, make recommendations to the Board regarding membership policies, eligibility, and applications for membership and review and make recommendations to the Finance Committee regarding an equitable dues structure.

Committee Composition: Unlimited. The Membership Committee will consist of at least one member from each region.

2.6.2.10.12 State Legislative Committee

Purpose: The purpose of the State Legislative Committee is to review all state legislative proposals affecting member agencies and to establish Association positions, consistent with existing policy, where it has been established; sponsor bills that will resolve problems or improve conditions for member agencies; and assist in the establishment of the Association's legislative program. The State Legislative Committee may establish Association positions on bills before the Legislature to propose initiatives, referenda, or other ballot measures. However, once a measure qualifies for the ballot, any Association position will be established by the Board.

Committee Composition: Limited. The State Legislative Committee will consist of members representing a variety of types of member agencies and at least one, but no more than four members from each region.

2.6.2.10.13 Water Management Committee

Purpose: The purpose of the Water Management Committee is to recommend policy and programs to the Board on any area of concern in water management.

Committee Composition: Limited. The Water Management Committee will consist of at least one, but no more than four members from each region.

2.6.2.10.14 Water Quality Committee

Purpose: The purpose of the Water Quality Committee is to develop and recommend Association policy, positions, and programs to the Board, to promote cost-effective state and federal water quality regulations that protect the public health, to enable interested member agencies to join together to develop and coordinate with other organizations, and to present unified comments regarding agricultural and domestic water quality regulations.

Committee Composition: Unlimited. The Water Quality Committee will consist of at least one member from each region.

2.6.3 Special Committees and Task Forces

2.6.3.1 Other Committees and Task Forces

The President may appoint other committees and task forces from time to time as needed to accomplish a specific task or assignment, consistent with and supportive of the mission of the Association. The following criteria will apply:

1. The formation of special committees or task forces will be approved by the Board.
2. The President will appoint task force members in consultation with the Executive Director.
3. To the extent possible, task force members should reflect geographic distribution of members across the state.
4. To the extent possible, task force members should reflect the diversity of the interests among the Association's members (large and small, urban and rural, domestic and agricultural water service).
5. Task force members should bring unique expertise and/or ability to marshal resources quickly that would otherwise not be easily assembled through committees or subcommittees.
6. Task force members should be able and willing to support the recommendations of the task force and should have a reasonable expectation that the particular water agency they represent will support the task force recommendations and the resulting positions taken by the Association.

References:

Bylaws, Articles 2 through 8; Previous Board Policy K., L. N. and O.; Committee Guidelines

See Administrative Procedure: *To be determined.*

Revision History:

Revision Date	Description of Changes	Requested By
7/31/2015	Initial Release	ACWA Staff and Governance Workgroup
3/31/2017	Added Policy 2.6.2.5 and 2.6.2.5.1 to provide clarifying language pertaining to the committee vacancy appointment process.	ACWA staff
2/2/2018	Updated language pertaining to Policy 2.6.2 Committees to be consistent with amended Bylaws, which were approved by the membership on 11/29/2017, including the creation of an Agriculture Committee.	ACWA membership action and staff
2/2/2018	Updated language to entire Policy GO-2.6 resulting from periodic review of the entire policy as required by Policy 1.1.2.1.	ACWA staff
9/28/2018	Revised Policy 2.6.2.5 to add clarifying language stating that a duly designated representative will not have access to member benefits unless they are affiliated with a member agency, associate, or affiliate of the Association	Business Development Committee and ACWA Board

Revision Date	Description of Changes	Requested By
2/3/2023	Revised Policy GO-2.6.2.10.1 Meetings to incorporate revisions resulting from amendments to ACWA's Bylaws, specifically related to California Corporations Code provisions allowing meetings to be held by electronic communications.	Amended & Restated Bylaws as approved by the members on 11/30/22
2/3/2023	Deleted Policy GO-2.6.3.1 Nominating Committee to address revisions resulting from amendments to ACWA's Bylaws and Elected Task Force recommendations, specifically related to the election of ACWA's Board Officers. Replaced with new policy 2.3.4 Election Committee.	Election Task Force on 9/23/2023 Amended & Restated Bylaws as approved by the members on 11/30/22
9/20/2024	Revised Policy 2.6.2.10.12 State Legislative Committee to establish the Board Policy on how ACWA takes positions on State Ballot Measures.	ACWA Staff
1/31/2025	Revised Policy 2.6.1.2 to clarify that Past Presidents are non-voting representatives on ACWA's Board and Executive Committee with the ability to participate in the full range of activities, including closed session.	Amended & Restated Bylaws as approved by the members on 12/4/2024