



Association of California Water Agencies

Leadership · Advocacy · Information Since 1910

MEMORANDUM

August 3, 2015

**TO: ACWA MEMBER AGENCY BOARD PRESIDENTS
ACWA MEMBER AGENCY GENERAL MANAGERS**

FROM: JOHN COLEMAN, ACWA PRESIDENT

**SUBJECT: ACWA COMMITTEE APPOINTMENT NOMINATIONS
FOR THE 2016-2017 TERM**

PLEASE RESPOND BY SEPTEMBER 30, 2015

Committees are an integral part of ACWA's activities and policy development. The end of the current committee term is fast approaching and it is time again to request committee nominations from ACWA members. New officers (President/Vice President) will be elected at the fall conference by the general membership, so it is time to prepare to reconstitute all committees for the 2016-2017 term.

In submitting names for consideration, please do so with the understanding that committees need active, involved individuals able to expend the time and provide their expertise if appointed. **Please keep in mind that the district is responsible for all costs associated with the participation of its representatives on committees.**

An important part of helping committees function as effectively as possible is attendance. ACWA's bylaws state, "Two consecutive, unexcused absences from an ACWA **limited** committee shall constitute a resignation and a replacement will be named as soon as possible." Also, those with a record of repeated, excused absences will be reviewed and considered for replacement.

The following information is enclosed in this packet.

- ACWA Policy Committee Guidelines
- ACWA Committee Purposes and Responsibilities
- Committee attendance records (only for limited committees)
- Committee consideration form (before you begin, please make extra copies)
- *Sample* committee consideration form

Committee Appointments

Page 2

- Current agency committee representation (if you receive a blank report, this indicates your agency has no committee representation)
- Committee timeline

All correspondence and forms regarding committee appointments must be in to the ACWA office no later than **September 30, 2015** to be eligible for consideration. Committee appointments will be made by the incoming ACWA president in December. Please contact Paula Quinn at (916) 441-4545 or paulaq@acwa.com, if you have any questions concerning the committee appointment process.

We appreciate your timely attention to this matter.

Enclosures

JC:pq

ACWA POLICY COMMITTEE GUIDELINES

GENERAL COMMITTEES

1. All committees of the Association shall strive to provide continuity in leadership, shall geographically distribute membership and shall ensure all regions are adequately represented.
2. All committee chairs, vice chairs, and members shall be appointed by the president, and shall serve for a term to coincide with that of the president.
3. Nominations for committee appointments shall be made in writing by members 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 ACWA office prior to appointment consideration. Nomination forms (aka Committee Consideration Form) can be obtained from the Association office or on-line at www.acwa.com.
 - a. Where membership on a given ACWA committee is limited, only one representative from an agency may be appointed. Since we do not count the chairperson in the maximum count, then one person could be on the committee that is from the same agency as the chairperson. Other individuals representing an agency may serve on subcommittees of that committee.
 - b. Unlimited committees may have more than one representative from an agency on their committees.
4. The committee chairperson shall:
 - a. chair all meetings of the committee;
 - b. submit a written report regarding committee activities for all meetings of the Board of Directors (with assistance from the ACWA staff committee liaison).
 - c. pre-schedule meetings and check the ACWA calendar to foster total committee member attendance and avoid conflicts.

The vice chairperson shall assume those duties in the chairperson's absence.
5. All committee appointments are made by the ACWA president following recommendations submitted by the region chairs and vice chairs. The appointments are for two years and run simultaneously with the board term. Committee chairpersons may appoint subcommittees as necessary to carry out the committee responsibilities. The subchair must be a member of the full committee, subcommittee members do not need to be a member of the full committee.



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**COMMITTEE CONSIDERATION FORM
ASSOCIATION OF CALIFORNIA WATER AGENCIES**

910 K Street, Suite 100
Sacramento, California 95814-3577
(916) 441-4545 Fax (916) 325-4856

NAME, TITLE & EMAIL ADDRESS <small>Please print legibly</small>	COMMITTEE	Rank* 1=1st choice 2=2nd choice 3=3rd choice

QUESTIONS? Please call Paula Quinn at ACWA (916) 441-4545.

RECOMMENDATION SUBMITTED BY:

Official District/Company Name _____

PLEASE WRITE IN YOUR DISTRICT/COMPANY'S OFFICIAL NAME. PLEASE DO NOT USE ACRONYMS OR ABBREVIATIONS.

Official District/Company Address: _____

Phone _____

SIGNATURE: _____ Title _____

Either the Agency/District General manager or Board President must sign this form.



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QUESTIONS? Please call Paula Quinn at ACWA (916) 441-4545 or email at paulaq@acwa.com.

NAME, TITLE & EMAIL ADDRESS	COMMITTEE	Rank*
Please print legibly		
John Doe, General Manager, JohnDoe@xyz.com	Federal Affairs Committee	1
John Doe, General Manager, JohnDoe@xyz.com	State Legislative Committee	2
Barbara Smith, Attorney, BSmith@abc.net	Legal Affairs Committee	1
T.O. Goode, Chief Engineer, TOG@sbcglobal.net	Water Management Committee	1

*Rank
1= 1st choice
2= 2nd choice
3= 3rd choice

FORM MUST BE COMPLETE TO BE PROCESSED.

RECOMMENDATION SUBMITTED BY:

OFFICIAL District/Company Name _____

PLEASE WRITE IN YOUR DISTRICT/COMPANY'S OFFICIAL NAME. PLEASE DO NOT USE ACRONYMS OR ABBREVIATIONS.

OFFICIAL District/Company Address _____

Phone _____

SIGNATURE: _____ Title _____

Either the Agency/District General manager or Board President must sign this form.

Marina Coast Water District

Marina Coast Water District

If this list is blank, this indicates your agency does not have anyone currently serving on an ACWA Committee

ACWA 2016-2017 COMMITTEE APPOINTMENT PROCESS TIMELINE

2015

August 3rd	Committee Appointment Packets are sent to all Agency general managers, board presidents & Friends of ACWA contacts The packet contains: List of all agency staff, directors, associate/affiliate members currently serving on ACWA committees. Committee guidelines, purposes and responsibilities. Committee consideration form and sample for the 2016-2017 term. Attendance records for limited committees 2016-2017 Committee consideration process and timeline outline.
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August 7th	Letters are sent to all current committee members notifying them of the process for reappointment to ACWA committees. IMPORTANT NOTE: All current committee members must stand again for reappointment by completing and submitting to ACWA a committee consideration form.
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September 30th	DEADLINE: ALL committee consideration forms must be submitted to ACWA. Any consideration forms submitted after this date will be added to the waiting list after ACWA's President has made his/her committee selections.
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October	Committee considerations are compiled and organized for recommendations by the new region chairs. Copy to region chairs and staff liaisons.
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October 28th	Hold meeting with newly elected region chairs/vice chairs for 2016-2017 committee recommendations.
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November 19th	DEADLINE: The incoming region chairs/vice chairs will make their recommendations for committee appointments. They will meet with the outgoing and incoming region chairs/vice chairs for training, input and continuity of the committee process.
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November 19-25	Region recommendations are compiled and organized for the new ACWA President.
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December 3rd	Region committee recommendations are submitted to the incoming ACWA President and Vice President for their consideration.
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December 11th	DEADLINE: for the ACWA President to complete committee appointments.
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December 31st	ACWA sends official appointment letters to new committee members who will serve for the 2016-2017 term. Letters will also be sent to those not appointed to committees.
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2016

1st/2nd Wk of January	Executive Assistant/Clerk of the Board holds a conference call to ratify the chair/vice chair appointments. ACWA sends letters to those not receiving an appointment to ACWA committees and places those individuals on a waiting list for possible future appointment as vacancies occur.
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