Environmental and Water Resources Institute

of the

American Society of Civil Engineers

Operations Handbook

Updated January 2017

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1.0   Introduction

1.1   What is EWRI?

The Environmental and Water Resources Institute (EWRI) is an organization whose membership is comprised of professionals engaged in multi-disciplinary water resources and environmental engineering and science and who volunteer to advance the objective of EWRI. It is an Institute within the American Society of Civil Engineers (ASCE). EWRI's vision is "advancing water resources and environmental solutions to achieve a sustainable future."

1.2   What is the Objective of EWRI?

As stated in Article II of the EWRI Bylaws, the objective of EWRI shall be "to provide for the technical, educational, and professional needs of its members, and to serve the public in the use, conservation, and protection of natural resources and in the enhancement of human well-being by:

- Advancing the knowledge and improving the understanding of relevant sciences;

- Improving environmental and water resources practices;

- Partnering with national and international organizations;

- Providing public policy input to governmental decision-makers."

1.3   Who is Responsible for the Handbook?

This Handbook is produced under the authority of the EWRI Governing Board (GB). The responsibility for making changes to the Handbook to accommodate the needs of the EWRI membership is vested in the EWRI GB. The users of this Handbook are encouraged to offer comments on its content and suggestions for its improvement directly to the EWRI GB's Governing Documents Committee or EWRI Staff. It is intended to be a living document to meet the needs of its members and leaders.

1.4   What is the Purpose of the Handbook?

The Handbook provides an operating framework for EWRI. All EWRI members are encouraged to read the Handbook to understand how to get things done within the EWRI structure.

EWRI members should also be acquainted with the EWRI Bylaws, the ASCE/Institute Operating Procedures, the *ASCE Official Register,* and various Memoranda of Understanding (MOU) with other organizations. The sections of the *ASCE Official Register* dealing with codes and standards activities, educational activities, student activities, professional activities, technical activities, and the other Institutes chartered by ASCE are particularly relevant.

1.5   The EWRI Website

The website provides an electronic entry point to EWRI for the general public and for the membership. The website features several sections including Governance, Membership, Committees, Technical Services, Member Services, Books & Standards, Journals, Conferences & Events, Education & Careers, and many others.

Some councils and committees maintain links to the website. Most have a page on the EWRI Website to define the committee purpose, special awards and ongoing activities. Many committees use online tools to disseminate information to their membership. EWRI members use the collaborative environment of Collaborate to manage committee work including sharing document drafts and status of committee deliverables.

2.0   The EWRI Structure

2.1   Membership

Membership in EWRI is open to any individual or organization interested in advancing the objective of EWRI. Specific categories of membership and other criteria are presented below. One may enroll by calling ASCE Central at 1-800-548-ASCE (2723) or by electronic submission of the membership form available on the EWRI Website. ASCE members whose professional interests are aligned with those of EWRI are strongly encouraged to join by checking the EWRI Institute box on the ASCE annual dues forms, in either paper or electronic version.

Individual Membership
EWRI membership is not limited to civil engineers and includes hydrologists, biologists, academicians, researchers, attorneys, and other individuals involved in "fluids, wet, and/or environmental" projects and research. Membership makes it possible to advance personal career goals as well as EWRI's vision and mission.

Student Membership
Student membership is open to full-time students with an expressed interest in the environmental or water resources field of practice. In particular, graduate student chapters can be formed at universities that have graduate programs in fields related to those covered by EWRI. Undergraduate chapters can be formed at universities that do not already have an undergraduate civil engineering program.

Organizational Membership
Bulk ASCE membership options are available at the Partnership, Associate Partnership, and Corporate Sponsorship levels for organizations with four or more ASCE members. Discounts apply for membership and other benefits.

ASCE/EWRI Membership
New and renewing ASCE members can opt to name EWRI as their primary institute during their ASCE membership enrollment period and will receive membership at no added cost. An additional fee will be charged if EWRI membership is selected at a level other than the first choice.

The dues structure for all membership categories is as listed in the *ASCE Official Register* and on the EWRI Website.

EWRI Fellows

Members can attain Fellow status by professional accomplishments via application and election by the EWRI Fellow Review Committee. There is no direct admission to the EWRI Fellow grade. To be eligible for advancement to the grade of Fellow, an EWRI member must:

- Have been a member of EWRI for 10 or more years;

- Have demonstrated accomplishments that have contributed significantly to the advancement or application of water resources or environmental engineering, science, and technology;

- Have mentored or provided other service to students or junior engineers/scientists, or provided significant public outreach to advance the education, understanding, and advancement of engineering and science related to the EWRI mission;

- Have been actively involved with EWRI with significant contributions to committees, conferences, or journals.

EWRI accepts Fellow applications annually, and the application process is outlined on the website.

2.2 Organizational Structure

The EWRI structure, reflecting its management concepts and range of activities, is shown in Figure 1. This chart also reflects the network of coordination between the EWRI GB, member services and technical arms, and EWRI Staff. Only the EWRI GB can alter the structure of the organization. The structure is composed primarily of the EWRI GB, GB committees, executive committees (ExComs), councils, standing committees, task committees, and subcommittees.
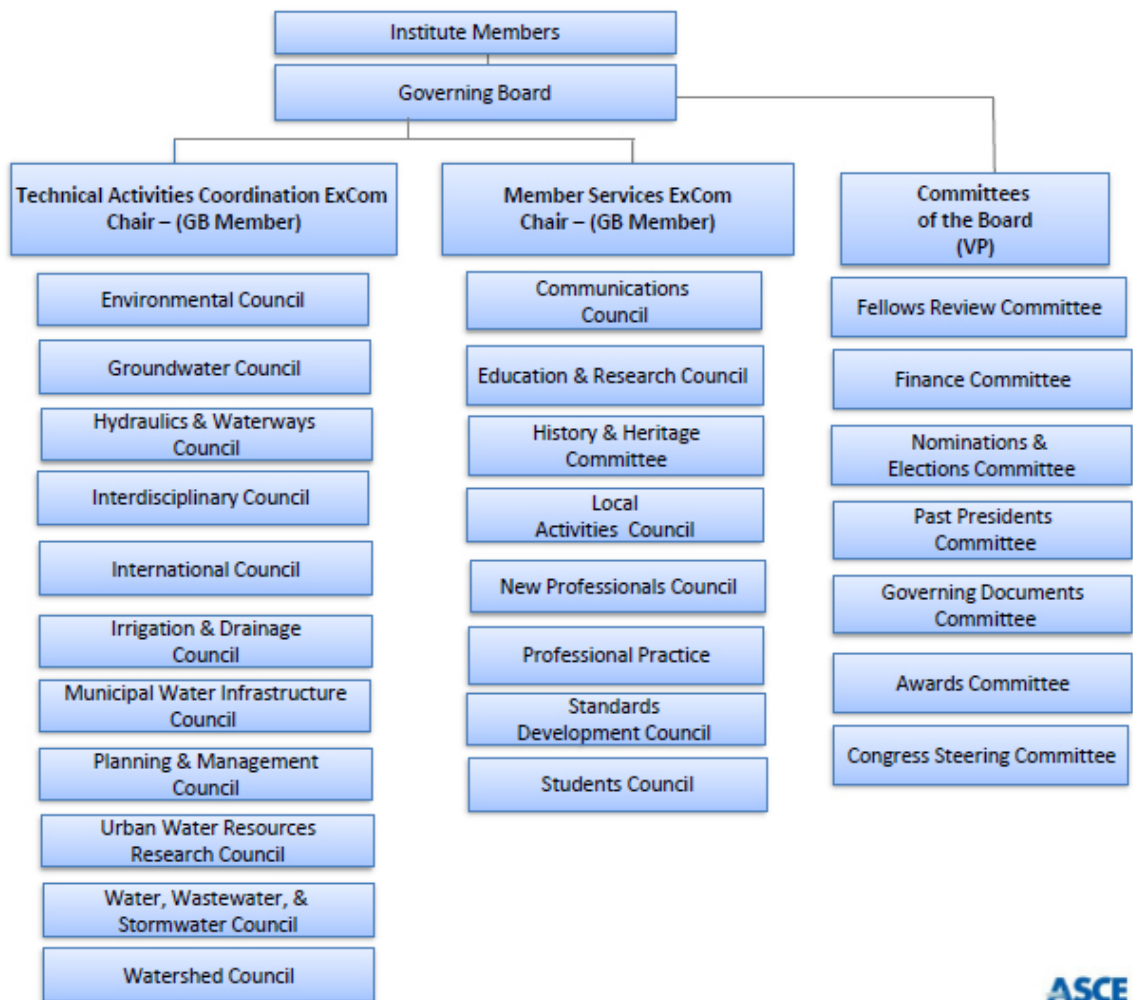
Last updated: 10/13/2017

Figure 1. EWRI Organizational Chart as approved on November 5, 2016.

Most of the volunteer work within EWRI is accomplished through councils and committees. The term "standing committees" is used throughout this document to refer to long-term member services and technical committees that report to a council. Standing committees normally report to councils, while task committees generally report to standing committees. However, the GB, ExComs, and councils may set up task committees and/or subcommittees for a special purpose. Details of these organizational entities are covered in Section 4.0.

2.3   Governing Board

The purpose of the Governing Board (GB) is to set policy and to provide strategic direction for EWRI. The GB, as described in the EWRI bylaws, consists of the following eight members:

Officers

- President (previous President-elect)

- President-elect (previous Vice President)

- Vice President (elected by EWRI Membership)

- Past President

- Treasurer (recommended by the EWRI President-elect and approved by the EWRI GB)

Members

- Chair of Member Services ExCom (recommended by the Member Services ExCom and approved by the EWRI GB)

- Chair of Technical Activities Coordination (TAC) ExCom (recommended by the TAC ExCom and approved by the EWRI GB)

- ASCE Presidential Appointee

The duties, terms of office, and procedures for electing and appointing the various members of the GB are explained in the EWRI Bylaws. The EWRI GB meets periodically, and its meetings are open to all EWRI Members.

The EWRI Director serves as the GB Secretary and Assistant Treasurer.

2.4   Governing Board Committees

The GB Committees are:

- Finance Committee

- Nominations and Elections Committee

- Past Presidents Committee

- Governing Documents Committee

- Awards Committee

- Fellow Review Committee

The duties and membership of these committees are described on the EWRI Website and in the *ASCE Official Register*.

2.5   Executive Committees (ExComs)

Two ExComs are responsible for the coordination of EWRI activities through their respective councils and standing committees: the Member Services ExCom and the Technical Activities Coordination (TAC) ExCom. Each ExCom Chair serves on the EWRI GB and is the liaison between the GB and the ExCom's respective councils and standing committees. They are also responsible for advising the GB of member services or technical issues affecting EWRI. ExComs are responsible for establishing procedures to provide liaison and communication between the GB and the EWRI councils.

2.6   Councils and Standing Committees

There are two factors that distinguish EWRI councils from EWRI committees. Councils report directly to an ExCom. Standing committees generally do not report directly to an ExCom, although an ExCom is not precluded from establishing committees for limited, specific purposes, primarily of short duration. Councils deal with broad areas of activity and are constituted by the chairs of standing committees that report to them. Standing committees are formed to deal with focused issues or a specific task.

2.6.1 Task Committees or Subcommittees

Councils and standing committees may appoint task committees and/or subcommittees (refer to Sections 4.1.4 and 4.1.5) to perform or carry out specific or focused activities or assignments. The appropriate ExCom should be informed whenever a task committee or subcommittee is formed or dissolved. Task committees or subcommittees should be dissolved by the council or standing committee that formed them when they have completed their assigned task. The travel of task committee members can be funded whereas subcommittee members' travel is not funded.

2.6.2 Core Groups

Leadership of councils and standing committees is composed of core group members. The core group has continuing council/standing committee administrative responsibility. Core groups are defined in Section 4.4.

2.7   Relationship with the American Society of Civil Engineers (ASCE)

For the Institutes, including EWRI, to grow and thrive, ASCE has ceded a measure of control to the Institutes Board of Governors, and this empowerment has enabled Institutes to focus on member needs and member value in their civil engineering specialty areas. For their part, the Institutes recognize and appreciate that they are a key part of ASCE's financial health and stability. Institute activities, programs, products, and services generate a significant revenue stream. For this revenue stream to continue and to grow, ASCE and the Institutes act as partners to find the resources necessary to invest in both ongoing and new activities, programs, products, and services.

2.7.1 ASCE Institute Operating Procedures

The ASCE - Institute Operating Procedures (ASCE IOP) document lays out implementing parameters that guide the relationship between ASCE and the Institutes, such as EWRI. The contents of the ASCE IOP document are revisited at least every 5 years by a task committee appointed by the ASCE President.

2.7.2 Technical Region Directors

Collectively, the Institutes comprise the "Technical Region". The Technical Region is represented on the ASCE Board of Direction (BOD) by three "Technical Region Directors". The Technical Region Directors are members of the ASCE BOD, thus ensuring that the Institutes have a voice and a vote in matters that affect the Institutes.

2.7.3 Technical Region Board of Governors

Two members of each Institute's Governing Board serve on the Technical Region Board of Governors (TRBG). EWRI is represented by the President and President-elect. If either or both cannot attend, alternate EWRI GB members attend in their place. The TRBG normally meets face to face two or three times each year and holds conference calls as needed. It is chaired by the more senior of the two Technical Region Directors.

The TRBG does not have the authority to make decisions on behalf of the individual Institutes. It meets primarily to discuss matters of common interest; to share information; to interact with the ASCE leadership; to hear reports from and to share their thoughts with the Technical Region Directors; and to discharge responsibilities specifically assigned by the ASCE Leadership. More information about the TRBG can be found in the TRBG Bylaws.

2.7.4 Technical Region Nominating Committee

The primary duty of the Technical Region Nominating Committee is to nominate the ASCE/Institute members who stand for election to the ASCE Board as the Technical Region Directors. The Technical Region Nominating Committee also has the opportunity to nominate candidates to stand for election to the ASCE presidency and to provide input with respect to the candidates for ASCE At-large Directors.

Additional information about this process can be found in ASCE's Rules of Policy and Procedure in the most recent version of the *ASCE Official Register*.

2.8 Relationship with the American Academy of Water Resources Engineers (AAWRE)

The American Academy of Water Resources Engineers (AAWRE) is a subsidiary of ASCE. Members of EWRI founded AAWRE in October 2004. AAWRE was created primarily to offer a voluntary, post-license credential that provides professional engineers an opportunity to gain further recognition in the broad field of water resources engineering.

AAWRE is dedicated to improving the practice, elevating the standards, and advancing the profession of water resources engineering by:

1. "Identifying and certifying engineers with specialized knowledge in water resources for the benefit of the public;
2. Recognizing the ethical practice of water resources engineering at the expert level;
3. Enhancing the practice of water resources engineering;
4. Supporting and promoting positions on water resources issues important to the public health, safety and welfare; and
5. Encouraging life-long learning and continued professional development."

The AAWRE works for the above objectives with the oversight of our voluntary, post-licensure, specialty certification program for water resources engineers.

3.0 Administration

3.1 Governing Board

The EWRI GB has overall fiduciary, legal, and strategic responsibility for EWRI. Its primary responsibilities include, but are not limited to, the following:

- Representing EWRI interests to the ASCE Board of Direction (BOD), including support for EWRI policy statements, position papers, resolutions and recommendations for liaison appointments to other organizations,

- Providing interpretations of, and initiating changes to, EWRI Bylaws, EWRI Operations Handbook, Memoranda of Understanding, and related ASCE matters that impinge on EWRI activities,

- Establishing EWRI's annual budget,

- Establishing and appointing members to the GB to assist the GB in carrying out EWRI business,

- Providing guidance and oversight to the EWRI Director and staff,

- Approving the appointment of EWRI ExCom chairs,

- Setting membership dues and policies,

- Leading EWRI in a strategic direction by focusing on continuous strategic planning, determining desired outcomes, and developing initiatives to work towards meeting those goals,

- Negotiating on behalf of EWRI with ASCE for services ASCE provides to EWRI,

- Working closely with the ASCE Managing Director of Engineering Programs to select, supervise, and discharge the Director of EWRI,

- Operating EWRI with the intent of building and maintaining EWRI reserves in accordance with ASCE Policy,

- Providing advice and consent to ExCom and Board chairs regarding council/committee makeup and membership,

- Maintaining close liaison with the Member Services ExCom and the Technical Activities Coordination ExCom,

- Assessing and evaluating ExComs, and

- Participating in the meetings and activities of the Technical Region Board of Governors (TRBG) as set forth in the Technical Region Bylaws.

<u>Expectations of Candidates for Governing Board Office:</u>

Prior to acceptance of a nomination for a position on the Governing Board, all Candidates for office are expected to have attended an EWRI Council Weekend or training workshop on EWRI, and have reviewed the Society's and EWRI's governing documents. In campaigning for the elected position of Vice President, individual endorsements, campaign brochures, websites, and PowerPoint presentations will all be allowed. As always, candidates will be required to behave professionally, take the "high road", talk only about themselves, and limit their expenditures. The guiding principle in all elections is to be one of fairness to all candidates.

3.2 Executive Committees (ExComs)

The Member Services and Technical Activities Coordination (TAC) ExComs are responsible for the coordination of EWRI activities through their respective councils and committees. Each ExCom Chair is the liaison between the GB and the ExCom's respective councils and standing committees. Their specific responsibilities include, but are not limited to, the following:

- Ensuring that the GB is informed about EWRI activities, particularly those activities requiring GB approval,

- Implementing policies and procedures established by the GB,

- Assuring that all budget forms are submitted in a timely fashion,

- Establishing new councils/standing committees as deemed necessary to fulfill EWRI's mission,

- Establishing and dissolving councils and/or committees and reorganizing the council structure as deemed necessary to fulfill EWRI's mission,

- Monitoring council/standing committee activity and initiating any actions necessary to encourage EWRI council/standing committee productivity,

- Stimulating the councils to explore new areas of technical, educational and professional interest,

- Encouraging councils/committees to collaborate with other EWRI and ASCE entities and external organizations to foster cooperation and avoid duplication of effort, and

- Making recommendations and encouraging the implementation of inter-committee and inter-EWRI liaison where a particular topic overlaps the objectives of more than one council/standing committee.

3.3   Councils

The councils are responsible for broad areas of technical coordination and institute operations. Their role is to provide oversight, impetus, encouragement, and coordination to the committees under their guidance. The councils, along with EWRI staff, carry the primary responsibility within EWRI for the accomplishment of EWRI products and activities.

Their specific responsibilities to the committees they supervise include, but are not limited to, the following:

- Champion the focused area of their responsibility,

- Evaluating and stimulating the viability of committees,

- Encouraging good leadership,

- Communicating EWRI policies and procedures,

- Assuring all budget forms are submitted in a timely manner,

- Facilitating communications between various committees within their council and across council and ExCom lines,

- Approving appropriate requests within their level of responsibility and elevating requests to the respective ExCom when necessary,

- Encouraging a strong nomination process for ASCE and EWRI awards,

- Establishing rules of conduct regarding such items as membership numbers, terms, council liaison responsibilities, etc.

3.4   Staff

The staff provides essential administrative and logistical support to EWRI. The staff is also responsible for the record keeping necessary to ensure the institutional memory of an organization largely consisting of volunteer members. A listing of assignments is included in Appendix A of this Handbook. Responsibilities of EWRI staff include, but are not limited to, the following:

- Facilitating the development of EWRI products and services,

- Acting as liaison between their assigned EWRI GB/councils/committees and other ASCE staff departments to assure expedited accomplishment of EWRI business,

- Administering requests for funding and reimbursement of GB/ExCom/council/committee member expenses,

- Maintaining up-to-date budget status records and providing periodic status reports to the EWRI GB/ExComs/councils/committees,

- Maintaining a record of GB/ExCom/council/committee actions and a list of ongoing activities,

- Compiling GB/ExCom/council/committee input to the *ASCE Official Register* and maintaining up–to–date membership rosters,

- Maintaining, updating, and improving the EWRI Website and other information resources in cooperation with the ASCE web team.

EWRI staff are vital to the work of the GB, ExComs, councils, committees, their chairs, and their members. Staff possesses the same skills and experience in handling EWRI and ASCE affairs as the EWRI members do in managing their own full-time careers. Often, staff is overloaded and yet underutilized by volunteer leaders. They are overloaded in terms of administrative work that ought to be handled mainly by volunteers if it is truly worth doing. They are underutilized in that they can often contribute important perspectives and EWRI and ASCE "institutional knowledge," including information on Bylaws, procedures, history, and individuals.

Some of the areas where EWRI staff and volunteer members share responsibilities are shown in Table 1.

Table 1. Staff and Volunteer Responsibilities

Area	EWRI Staff Role	ExCom/Council/Committee Role
Update Rosters	Enter updated and missing information and return roster as requested.	Update membership (including core group members).
Official Register	Provide Excel roster to council/committee for updating. Compile updated rosters and submit to ASCE.	Annually in August respond to roster update requests for the new fiscal year.
Collaborate	Create new Collaborate sections & delete obsolete sections. Provide Collaborate training. Reset passwords.	Maintain their Collaborate section. Post minutes, ballots, agendas, ongoing discussions, polls, etc.
Meetings	Approve requests, schedule meetings, and support logistics at EWRI events.	Submit Meeting Request Form with agenda to EWRI staff 45 days prior to the meeting. Provide minutes within 30 days of the meeting.

Table 1 continued

Area	EWRI Staff Role	ExCom/Council/Committee Role
Conference Calls	Approve requests and make arrangements.	Request that a conference call be set up.
Expense Reimbursement Forms	Process and approve reimbursement.	Submit properly documented forms.
EWRI Newsletters & Other ASCE Communications	Request content and produce the product.	Provide content.
Liaisons with ASCE Staff	Facilitate communications.	Communicate needs to EWRI staff.
EWRI Website Maintenance	Interface with ASCE Web team to implement requests.	Provide content and corrections to EWRI staff.

3.5   Conduct of EWRI Business

There are three basic options for conducting EWRI business: face-to-face meetings, conference calls, and electronic communications. A four-hour meeting is required for travel expense reimbursement. Frequent communications between members of EWRI organizational entities is encouraged as a means of ensuring that business does not lag.

EWRI meetings are to be conducted in an efficient and orderly manner. To the extent appropriate, meeting chairs are encouraged to adhere to the good meeting practices found in Robert's Rules of Order (Newly Revised). A simple majority of the core group members constitutes a quorum. EWRI business meetings are open to any member in good standing of an ASCE entity and others admitted by the meeting chair with the understanding that they may not vote on motions and may not interfere with the orderly conduct of the meeting. Under appropriate circumstances and upon a motion of any core group member and the affirmative vote of the core group members present, a meeting may be closed to non-core group members.

The GB President or committee chair is responsible for the draft agenda of the proposed meeting or conference call. The draft agenda should be distributed to all entity members and EWRI staff no later than 7 days before the meeting. If approval of a document is proposed for the meeting, the document and all appropriate supporting information should be submitted with the agenda. The draft agenda should justify the need for the meeting by describing the proposed purpose of the meeting, anticipated action items, and actions that have occurred since the last meeting. The draft agenda should accompany any request for meeting authorization. An item proposed for balloting should be made available as soon as possible to those responsible for voting as well as to those having a direct interest in the outcome of the ballot, but only in exceptional instances less than one week before the vote is required.

The secretary, or alternate member designated by the GB President or chair in the absence of the secretary, is responsible for recording the minutes of all meetings and conference calls or disposition of ballots and distributing such as suggested in Section 3.6.

3.6   Distribution of Minutes and Correspondence

Minutes should be prepared and submitted within 30 days of any approved meeting. Copies should be distributed to:

- Members of the appropriate committee, council, ExCom, or Governing Board;

- The appropriate EWRI staff;

- Other council/committee chairs, to facilitate the transfer of information; and

- The EWRI Newsletter Editor, if deemed newsworthy.

Copies of correspondence should follow the same distribution as minutes.

EWRI stationery may be obtained from the assigned EWRI staff. An electronic logo for insertion into electronic mail and facsimile transmissions is also available from EWRI staff.

3.7   Reimbursement of Council/Committee Operating Expenses

Operating expenses for councils and committees consist of shipping, copying, and telephone. Reimbursement for these expenses incurred by members is subject to prior written EWRI staff approval and dependent on availability of funds. Unless the EWRI GB makes an exception, reimbursement is limited to those persons who are EWRI members in good standing at the time the expense is incurred. EWRI members may request reimbursement for a non-meeting activity by following the most current procedures. EWRI members and their employers often absorb a portion of operating expenses.

The responsibility to provide leadership and professional quality for EWRI products rests solely with the member services and technical councils. The future of EWRI depends on the effectiveness of these councils to carry out their responsibilities with the help of EWRI staff.

3.8 Code of Conduct

EWRI relies on Robert's Rules of Order as a definition of process governing meetings, but that document does not address the tone and culture particular to meetings at EWRI. The Governing Board believes that accepted professional norms are the foundation for behavior at meetings but understands that explicitly articulating values clarifies and strengthens them. To that end, the Governing Board has determined that the following points summarize some of the characteristics that EWRI membership has identified as valued behavioral norms at meetings:

1. We are always honest. We accept the reality of confusion, errors, differences in understanding, and variations in interpretation, but we cannot and will not tolerate willful departures from the truth.

2. As well as being frank about our mistakes, we are non-judgmental about mistakes by others. Constructive sharing of errors is a foundation to improvement, and negative lessons learned can be as instructive as positive lessons learned.

3. We are diligent in delivering what we promise, and we recognize that participating in a committee involves an implicit promise of performance. We don't just show up, we arrive prepared and we participate in meetings we've agreed to, or that are a regular consequence of a position we hold. If we can't be there, or if we don't engage when we are present, we make way for others.

4. We hold the meeting at the meeting, meaning that major decisions are made during the meetings and not informally outside of meetings. If we disagree with a result, we work to revisit it formally and professionally in a subsequent meeting or through some other formal redress process; we do not conspire to defeat a finding after the fact. We communicate results and discussion summaries to third parties professionally, honestly, courteously, and constructively when we agree with them, and, most importantly, when we do not.

5. We are accountable to our constituents. Where we are elected to a position, our first responsibility is to represent our constituency, by doing our best to understand their preferences, by representing them faithfully, and by resisting expedient alternatives to a considered representation of our communities.

6. We respect honest communications and never begrudge the frank (but courteous) expression of differing perspectives by others. Tolerance of differences, professionally expressed, is a prerequisite to open communications.

7. We are respectful and professional in our interpersonal dealings. We state facts as facts, opinions as opinions, and avoid casting aspersions or speculating as to motivations of others.

8. We work to develop a consensus. Give and take to achieve common goals trumps dogmatic insistence on some particular position. Diversity in perspective can coexist with a consensus on the best course of action.

9. We do not tolerate harassment, whether intentional or unintentional. Types of harassment include, but are not limited to, bullying, demeaning, offending, and discriminating. Such behavior can be towards a person's race, color, religion, national origin, sex, sexual orientation, sexual identity, age, or other characteristics protected by law.

10. Complaints or disputes should be discussed immediately with EWRI leadership or with the ASCE Ethics Hotline.

4.0   Details of Organizational Entities

4.1   Types of ExComs, Councils, and Committees

Councils and committees are coordinated by the Member Services and Technical Activities Coordination (TAC) ExComs. These ExComs represent the councils and committees and operate under the oversight of the EWRI GB.

EWRI councils and committees include:

- GB Committees

- Councils under the Technical Activities Coordination (TAC) ExCom

- Councils under the Member Services ExCom

- Standing (Member Services and Technical Activities Coordination) Committees

- Task Committees

- Subcommittees

4.1.1 Executive Committees (ExCom)

The ExComs are responsible for technical and operations oversight of EWRI. ExCom membership includes volunteers who have worked at the council level and who have demonstrated an interest in the professional and business development of our constituency. The ExComs are to provide oversight and approval of council activities by preventing duplication of effort, encouraging innovation, and fostering cooperation both within and outside EWRI.

4.1.2 Member Services and Technical Activities Coordination Councils

EWRI councils are responsible for coordinating committees that have common or overlapping interests. The primary role of the councils is to energize the efforts of standing committees and to be an incubator for ideas. Council membership includes at least one officer of each standing committee under the council and an ExCom contact member. Although council chairs should accept at least a two-year term, each council is responsible for establishing its own rules of operation.

4.1.3 Standing (Member Services and Technical Activities Coordination) Committees

The term standing committees is used throughout this document to refer to long-term technical and member services committees that report to a council, or in some instances, directly to an ExCom or the GB. Within EWRI, standing committees are intended to be working committees. Membership on the standing committee as well as the continuing existence of the standing committee depends on its productivity. Standing committees are the primary organizational entities that appoint task committees as needed to accomplish timely single-purpose activities. Standing committee activities may include (but not exclusively) development of sessions for upcoming congresses; planning of symposia, workshops, or other specific events;

recommendation for awards; oversight of task committees; encouragement of new program activities and support of ASCE/EWRI missions within the committee's area of expertise.

To create a new standing committee, the presumptive committee chair fills out a Committee Proposal form (see an example in Appendix B) for approval of the Council and subsequently the appropriate ExCom. Committee proposers should consider the timing of their requests relative to scheduled Council and ExCom meetings during which the requests undergo review and approval.

4.1.4 Task Committees

Task committees are charged, by a parent council/committee, with completing a specific task of defined scope, schedule, and budget. Table 2 shows items that need to be addressed by any group setting up a task committee.

Table 2. Items to be Addressed before Setting Up a Task Committee

Charge	What is the task committee's specific assignment and what products are they expected to deliver?
Schedule	What dates are established for status reports and completion of the task to the parent council/standing committee?
Budget	What funding will be requested on the budget form?
Membership	What unique experience/expertise should task committee members have?

To create a new task committee, the presumptive task committee chair fills out a Task Committee Proposal form (see an example in Appendix B) for approval of the Council and subsequently the appropriate ExCom. Committee proposers should consider the timing of their requests relative to scheduled Council and ExCom meetings during which the requests undergo review and approval.

Within one month of appointment, the task committee chair should obtain the task committee member's consensus on the assignments associated with the preliminary work plan.

Task committees are dissolved upon task completion. Because task committees are funded, parent standing committees monitor progress with assistance from EWRI staff. Task committees may be dissolved at any time by their respective parent entity for lack of productivity.

4.1.5 Subcommittees

Subcommittees are initiated and assigned responsibility by an EWRI entity for an ongoing activity. An EWRI entity may form a subcommittee within its membership. Formation of a subcommittee requires notification to the parent committee. The chair of the EWRI entity shall appoint the subcommittee chair and approve its membership. Subcommittee travel is not funded. Other expenses, such as telephone calls, postage and other costs normally allowable by EWRI, may be covered out of the parent council/committee budget.

4.2   Chapters

EWRI Chapters foster and promote local activities in the environmental and water resources areas through the ASCE network. 10% of EWRI non-student members participate in EWRI committees and activities. These local Chapters provide an important link to regional and local professionals. EWRI Chapters and technical groups can also provide a valuable forum for regional technical issues relating to public policy. EWRI Chapters function as part of the Local Activities Council under the Member Services ExCom.

4.3   Membership Duties and Other Considerations

4.3.1 Executive Committees (ExCom)

ExCom members shall have demonstrated a serious commitment to the mission of EWRI by past service. ExCom members often rise through EWRI's committee/council structure to serve on the ExCom. Generally the ExCom members are either the chairs or past-chairs of their respective councils/committees. They must also be EWRI members in good standing. The chairs of the two ExComs serve as members of the EWRI GB.

The ExCom chair is a GB member. Each ExCom has established terms of service and a rotation schedule for service. The chair serves a three-year term. ExCom members may serve in any suitable rotation provided the total consecutive term is no more than four years. It is recommended that at least one new ExCom member be appointed annually. If an ExCom chair vacancy occurs prior to term expiration, the ExCom may fill the vacancy according to the best judgment of the remaining members. The selection is subject to GB concurrence. If an ExCom vacancy occurs prior to term expiration, then the affected council/committee may appoint a representative to the ExCom.

The Member Services ExCom consists of one representative from each council and a past-chair, chair, and vice chair. The past-chair, chair, and vice chair serve for two years each in a rotation in the order stated, with the chair and vice-chair having to be approved by the Governing Board. A secretary is elected from the pool of council representatives, does not have to be approved by the Governing Board, and is not in the rotation. The term of the secretary is the duration of that person's time in the ExCom. The term of ExCom members (with the exception of past-chair, chair, and vice chair) is at the discretion of the council/committee but not longer than two consecutive three-year terms.

The TAC ExCom consists of a chair, a vice-chair/secretary, a past-chair, and one representative from each council. The council representative may be the current/past chair of the council. The vice-chair/secretary is elected by the ExCom and approved by the GB and then rotates to the chair. The vice-chair/secretary candidate need not be a current ExCom member. The terms are

two years for the chair, two years for the vice-chair/secretary, and one year for the past-chair. The term of all ExCom members is normally three years.

Duties of the Officers of the ExCom

The duties of the ExCom chairs are to:

- Chair the meetings of the ExCom;
- Represent the ExCom and summarize its activities at the meetings of the EWRI GB;
- Identify and encourage new initiatives and proposals, review and advise on work in progress, stimulate current committee activity, and terminate nonproductive activities;
- Supervise the activities and budget of the ExCom and its councils/committees;
- Follow through on the list of assignments and due dates; and
- Orient new members and newly elected officers.

This duty also includes an evaluation of council/committee chair effectiveness and review of council/committee purpose, function, and structure.

The duties of the ExCom secretary are to:

- Prepare agendas for ExCom meetings and submit to ExCom and EWRI staff;
- Attend all meetings of the ExCom and record detailed minutes of the meeting;
- Distribute copies of the minutes to the ExCom for review within 30 days after the meeting;
- Submit final minutes to EWRI staff and ExCom members;
- Serve as the acting chair should the ExCom chair not be able to attend a meeting; and
- Maintain the ExCom roster current with EWRI staff.

Specific duties and responsibilities of ExCom members are to:

- Inform the ExCom of the councils and committees chairs;
- Report the formation of task and subcommittees;
- Keep the ExCom informed in committee activity;
- Ensure that the policies and procedures of ASCE and EWRI are observed;
- Encourage communication among committees, between committees and the ExCom, and between EWRI and other ASCE institutes and other units of ASCE;
- Stimulate committee activity and new initiatives;
- Recommend to the ExCom candidates for appointment as chair of standing committees;
- Report to the ExCom on the need for establishing new committees or dissolving existing committees;
- Champion council requests at ExCom meetings;
- Serve as quality control officer for all activities taking place within the purview of the council, including facilitating the review of committee manuals, monographs, reports, sessions, and so on, and make recommendations to the council for corrective actions when required;
- Review committee reports and make recommendations to the ExCom regarding approval for publication; and
- Notify council/committee chairs regarding special project disposition.

4.3.2 Councils, Committees, and Task Committees

The councils, committees and task committees are essential to the productivity and success of EWRI. Council membership generally consists of the chairs of the standing committees they oversee. Standing committees are normally established by councils and their membership and consist of individuals with a shared vision for EWRI institute operations or specific technical interests.

Subject to limitations expressed elsewhere in this document or the EWRI Bylaws, the council/committee is free to establish its own rules of operation and membership succession.

4.4   Council/Standing Committee Core Groups

With the exception of subcommittees, each council/committee has a "core group" of no fewer than three members or more than ten. The core group has continuing council/committee administrative responsibility. The council/committee officers are always members of the core group. The remaining core group personnel are normally selected according to the council/committee activities. Core group members and other committee members with prior EWRI staff approval are eligible to receive expense reimbursement for meetings and/or non-meetings. Core group members requesting reimbursement should be identified and authorized by the council/committee chair at least 45 days prior to any activity.

4.5   EWRI Nonmember Service on Committees

EWRI nonmembers may serve on committees; however they are encouraged to join EWRI. EWRI nonmembers may serve on standing committees, task committees and subcommittees but may not serve as officers. EWRI nonmembers may be committee core group members but are not eligible for reimbursement of expenses associated with their committee activity, except by special advance approval of the EWRI GB.

4.6   Council/Committee Operations and Review

Each council/committee purpose is described in the *ASCE Official Register*. Council/committee activities are normally developed within the council/committee, but may be assigned by the ExCom, usually in consultation with the council/committee chair. Normally each council/committee includes a chair and secretary. Additional officers may be appointed depending on the need such as vice-chair and past-chair.

Annually the council/committee submits a budget activity report to EWRI staff. Example budget activity report instructions and forms are provided in Appendix C. The appropriate parent ExCom/council/committee reviews the forms identifying council/committee efforts.

4.6.1 Council and Committee Chair

The chairs of these councils and committees are very important leaders within EWRI. It is the chair's job to lead their council or committee in productivity by keeping it focused on its mission and by giving its members the encouragement and latitude they need to produce their products and activities. Councils and committees work best if their chair communicates clear

expectations, suggests responsibilities, and describes the expected results. As the presiding officer, the chair must be a good listener as well as a good communicator. The following characteristics are often associated with excellence in leadership by a chairperson:

- Select membership carefully for their council or committees;

- Work with EWRI staff to ensure work is carried out between meetings or conference calls;

- Evaluate council or committee performance on a regular basis;

- Seek the advice of EWRI staff, GB and ExCom members in establishing goals, program work, and meeting agenda;

- Develop and hold the interest of committee members through orientation, open communication, appropriate assignments, explicit directives, and periodic follow-up;

- Provide early notice of an upcoming meeting, enclosing an agenda and minutes of the last meeting; impress the members with the importance of reading this material and coming to the meeting prepared to work;

- Conduct meetings efficiently, following established procedures and a detailed agenda;

- Provide an opportunity for orderly but free-flowing discussion, allowing all views to be heard within a reasonable amount of time.

- Start the meeting on time and control aimless discussion.

- Bring the committee members to a consensus by compromise, or vote on options to close a matter of serious disagreement;

- Facilitate the decision-making process by summarizing what has been discussed at the meeting and moving the meeting toward consensus; and

- Work closely with council or committee secretary to be certain that accurate and timely meeting minutes are kept and disseminated.

Duties:

- Council and committee chairs are charged with stimulating and supervising the activities of their councils and committees. The success of the Institute's activities depends on their industry and imagination.

- Council and committee chairs have the following specific responsibilities:

    1. To lead the in technical and administrative matters including developing a plan for the council or committee, implementing the plan in a specific time frame, and stimulating new ideas;

2. To be energetic in stimulating council or committee activities, particularly by assigning specific tasks of appropriate scope and duration to members;
3. To evaluate the productivity of members, and where necessary, to recommend that unproductive members be removed from council or committee membership;
4. To call meetings of the council or committee, ensuring that the need for meeting is clear and that the meeting will be productive, and to distribute the minutes of the meeting (see Appendix D for sample meeting agenda and minutes);
5. To ensure good internal and external council/committee communication. This includes communication between its members, its parent unit, and other committees of similar interest within EWRI, the Institutes, and other ASCE entities;
6. To ensure that accurate and complete records of the council or committee membership are maintained. This shall include the yearly update of committee rosters from EWRI staff;
7. To keep the ExCom contact member well informed of council or committee activities, and when requested, to produce brief written summaries and statistical reviews for the information of the ExCom;
8. To take an active interest in activities of ASCE sections and branches and EWRI local chapters, soliciting suggestions from sections, branches, and chapters for improvement of the services offered by EWRI;
9. To assist associate journal editors in maintaining up-to-date lists of competent reviewers, and as far as possible, to ensure that reviews are completed in time; and
10. To orient new members and newly elected officers.

4.6.2 Council or Committee Secretary

The secretary may be appointed from the council or committee membership, or in some instances, may be a staff member. The secretary has the following duties:

- Assist the chair in preparing the agenda;

- Chair meetings when the chair is unable to attend unless the vice-chair or past-chair has been assigned this role;

- Attend all meetings of the council or committee, keep a role of the members in attendance, and record the minutes of the meeting, transmitting a draft copy to the chair for approval, then to all members;

- Receive and file all communications addressed to the council or committee and furnish each council or committee member a copy of all important communications;

- Read the minutes of meetings and help inform standing committees or task committees of their appointments and duties;

- Prepare a written report of the council or committee meeting containing the following items:

  - The date, time, place, and kind of meeting. (Note the chair's name, members present and absent, and other key people in attendance.);

- Approval of the previous meeting minutes;

- All formal motions and their passage or defeat;

- All decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation;

- A very brief summary of discussions;

- A list of assignments and due dates; and

- Information on the time and place of the next meeting.

- Submit the minutes to the EWRI staff contact within thirty days of the meeting.

4.6.3 Council and Committee Members

EWRI council and committee members are appointed because of their capabilities, their knowledge and interest in the council or committee subject area, and their ability to get along well with others. They are receptive and open to new ideas, have good judgment and possess the initiative to accept and follow through on important assignments. They understand that they are an integral part of EWRI leadership because their council or committee serves as a conduit of information to the GB and ASCE members. Knowing this they are willing to take the time necessary to participate in and contribute to the council or committee's work, acting as team members who, after study and discussion, accept and defend the decisions of the group. Their involvement and commitment move the council or committee toward its goals and support the best interest of EWRI members. These are some the characteristics found in those who excel in committee service:

- They gain a clear understanding of the council's or committee's objectives by learning what its past performance has been, and how the committee's responsibilities relate to EWRI's purpose and strategic plan.

- They know EWRI's practices, policies, and procedures.

- They keep current on the subject area of the council or committee.

- They attend all council or committee meetings (including conference calls) and come fully prepared, having studied the agenda and reviewed background materials.

- They determine in advance the purpose of the meeting and their anticipated contribution.

- They actively participate in the discussion, being sure to stay on the subject at hand.

- They respect the views of others, allowing them to present their ideas uninterrupted, and listening to their comments with an open mind.

- They allow for dissent, and make their comments or criticisms clearly, constructively, and at the appropriate time.

- They understand and complete all assignments they accept, periodically communication with the chair on their progress, and asking for advice and help if needed.

- They represent the council or committee in meetings of other groups.

4.6.4 Corresponding Members

Certain committees may elect to establish a special category of membership called corresponding members. Corresponding members are typically selected from individuals who have expressed interest in the work of a standing committee or task committee. The committee chair typically asks nominees for input describing the knowledge and assets they would bring to the committee. The committee then reviews this information along with input from references to select those candidates who best fit the committee's needs.

Corresponding members provide valuable support to committee functions and can furnish additional perspectives on committee issues. By definition, corresponding members should be given assignments they can carry out without attending face-to-face meetings. When a vacancy occurs in a committee member position, it is often filled by a corresponding member. This is done because the committee has had an opportunity to work with these individuals, and evaluate their knowledge, ability, and work ethic during their tenure as corresponding members.

4.7   Formation and Dissolution of Councils and Committees

Councils/committees are established, altered, or discontinued by the appropriate ExCom. Proposals for new standing committees shall be endorsed by the appropriate council prior to being forwarded to the ExCom for approval. The EWRI GB need not approve committees within the ExCom reporting structure, but the ExCom chair and EWRI staff shall provide the information to the EWRI GB. Formation of new council/committee does not automatically ensure funding availability.
A sample proposal form for a new committee is provided in Appendix B. The same form can be used for proposing a new council. The proposal form should be submitted to the ExCom/council/committee to assure a mutual understanding of the committee's assignment and commitment.

Recommendations for a new standing committee must be documented by the following:

a) A brief formal statement of purpose
b) A description of the proposed objectives
c) A statement justifying the need for the activity
d) Discussion on the relation of the proposed committee to existing committees in EWRI and other institutes of ASCE, including contracts made with related committees to insure the efforts are not duplicated

e) A recommendation for the chair of the proposed committee and core group members

Councils and standing committees are created for an indefinite period of time. An ExCom or the EWRI GB may dissolve a council/committee at any time for non-performance. At its discretion, the EWRI GB may require that each ExCom perform periodic sunset reviews of councils/committees under its jurisdiction.

The responsible ExCom, acting on its own discretion or the recommendation of the council/committee chair, may remove any member of a council/committee at any time. The ExCom may also release committee chairs. Such actions may be appealed to the GB by the individual member or council/committee chair for reconsideration at the next regularly scheduled meeting of the GB.

Task committees can be created at any time. Terms should be for one year or more, consistent with the task to be accomplished, but normally not more than three years in duration. Task committees not completing their objectives within their original term may be extended by the responsible council upon approval of a written progress report justifying the need for an extension. A task committee is expected to complete work within three years. A one-year, unfunded, extension may be granted by the council contact member.

Property and Records - All tangible and intangible property of an EWRI council/committee must be turned over to EWRI staff upon completion/dissolution of its term or mission.

EWRI products and activities are normally generated and accomplished through councils and committees. Coordination and accountability for products and activities are the responsibility of EWRI staff and GB.

5.0   Activities

5.1   Congresses, Specialty Conferences, and Workshops

EWRI hosts an Institute-wide annual congress. Specialty conferences are focused on specific topics of interest, may be located outside the United States, and are normally organized by EWRI councils/committees. Workshops may be part of a congress, specialty conference, or stand-alone activity that is single-track in nature.

It is the responsibility of the EWRI GB, ExComs, and councils to coordinate participation in EWRI congresses, specialty conferences, workshops. They also participate in the coordination of ASCE conventions or national meetings of ASCE and other organizations. Each organization will have its own policies and procedures regarding participation. EWRI staff maintains a calendar of EWRI sponsored or co-sponsored events.

5.1.1 Specialty Conferences

In addition to the annual EWRI Congress, the councils/committees, focusing on a specific topic of interest, may sponsor specialty conferences within EWRI. Specialty conferences may also involve other partners, including sponsorship or co-sponsorship by another ASCE entity such as a local branch or section or another institute, a partnering organization, or any other non-affiliated organizations with a legitimate interest in the water and environmental fields. As a

matter of policy, the EWRI GB supports collaborative conferences that will further the interdisciplinary focus of the EWRI membership and seeks to avoid overlapping or competing conferences.

It is required that EWRI specialty conferences be budgeted, organized, and managed so as to derive sufficient revenue to cover all expenses (including staff support and overhead).

The EWRI GB has final approval authority for specialty conference proposals. ASCE Conferences Department is responsible for the guidelines used in developing conference proposals.

5.1.2 Workshops

EWRI-managed workshops focus on specific topics which target specific audiences. Workshops are typically smaller than specialty conferences. They tend to attract many non-members, especially if the workshop is focused on an industry hot topic.

As with conference proposals, it is required that EWRI specialty workshops be budgeted, organized and managed so as to derive sufficient revenue to cover all expenses (including staff support and overhead).

The EWRI GB has final approval authority for workshop proposals. As a matter of policy, the EWRI GB supports workshops that will further a focused discipline within the EWRI membership and do not compete with ASCE managed workshops. The proposal is reviewed by EWRI staff prior to forwarding it through the "normal" EWRI channels (committee, council, ExCom, and the EWRI GB). A sample "Workshop Proposal Form" is provided in Appendix E.

5.1.3 Co-Sponsorship of Non-ASCE or EWRI Conferences, Workshops, and other Events

Organizations or members may request EWRI to co-sponsor non-ASCE or EWRI conferences, workshops, and other events by submitting the Co-sponsorship Proposal Form to EWRI staff. The EWRI GB has final approval authority for co-sponsorship proposals.

5.2   Continuing Education

EWRI encourages continuing education for its members. ASCE Continuing Education programs provide continuing education units (CEUs) for certification and or licensure. EWRI conference sessions, workshops, and webinars provide professional development hours (PDHs: 10 PDHs = 1 CEU) for the same purposes.

Councils/Committees are encouraged to develop continuing education programs. EWRI cooperates with the ASCE Continuing Education Department to provide venues and speakers for information transfer.

Continuing education within EWRI includes topics such as:

    * Wetlands and 404 Permitting;
    * NPDES Storm Water Permit Compliance;
    * LID Applications for Water Resource Management;

      * Introduction to Detention Pond Design – Parking Lots and Urban Drainage;
      * Probabilistic Design;
      * Dam Safety and Rehabilitation;
      * HEC-RAS Computer Workshop;
      * HEC-HMS Computer Workshop;
      * Treatment Plant Hydraulics for Civil Engineers;
      * Streambank Stabilization for Restoration and Flood Control Projects; and
      * Water Hammer in Transmission and Distribution Systems.

Councils and committees desiring to undertake a continuing education activity are requested to contact EWRI staff. Details can be found on the ASCE Continuing Education website.

5.3   Publications

EWRI produces a variety of publications including newsletters, journals, committee reports, manuals of practice, and standards. EWRI staff maintains lists of EWRI publications and standards on the website. The EWRI Publications Approval Process and detailed editor's instructions can be found on the website.

5.3.1 EWRI Currents

Currents is distributed to EWRI members. The Communications Council, under the purview of EWRI staff, has the primary responsibility to generate and screen articles for *Currents*. Potential authors should contact the *Currents* Editor to determine the feasibility of an article being published before proceeding.

5.3.2 EWRI e-Update

EWRI e-Update is the Institute's electronic newsletter that is distributed to the membership during the months in which Currents does not appear. As Currents is a quarterly newsletter, e-Update is sent out in the remaining eight months. It contains news and information regarding industry, EWRI/ASCE-specific content, publications, and upcoming conferences, among other things. The EWRI Special Projects Coordinator can be contacted in order to submit articles or pose questions regarding e-Update.

5.3.3 White Paper

A white paper is a review or compilation of information on a single topic, usually issue-oriented. A white paper compiles the background to a question of common interest in the field so that everyone has the same set of information. White papers are often written by a single author, but can be a committee effort. The paper could be any length that covers the topic but is usually 100 pages or less. These papers may be fairly informal, and the goal is usually not a "final" publication.

5.3.4 Committee Report

A committee report is any written document that comes out of a committee (group-authored or group-approved) setting. Committee reports are focused on specific technical issues.

5.3.5 Journals

Under the auspices of EWRI provide the primary media for members to publish in a peer–reviewed format. EWRI publishes seven journals:

Journal of Environmental Engineering
Journal of Hazardous, Toxic, and Radioactive Waste
Journal of Hydraulic Engineering
Journal of Hydrologic Engineering
Journal of Irrigation and Drainage Engineering
Journal of Sustainable Water in the Built Environment
Journal of Water Resources Planning and Management

Peer-reviewed published papers are thought-provoking studies and original work that advance new ideas in planning, analysis, design, construction, operation or maintenance of civil engineering work and are subject to rigorous peer review. EWRI journals are under the direction of well-qualified editors and are subject to a rigid set of development and publication standards.

Prospective authors are encouraged to log onto the journal's welcome page to register as users, view the Authors' tutorial, and become familiar with submission requirements.

5.3.6 Manuals and Reports

Manuals and reports on engineering practice are subjected to a rigorous peer-review process. Typically, the council responsible for the publication or the ExCom appoints a "blue ribbon" committee composed of experts who are not involved with the writing to act as a review committee. The publication is then passed to EWRI staff and ASCE's Publications Committee.

 A manual of practice is an authoritative document presenting facts and criteria that are commonly considered in planning, design, and/or construction of engineering projects and facilities supplemented by an analysis of limitations and applications of these facts. Such manuals contain information useful to practitioners in the environmental and water resources fields. Manuals do not have the authority of standards, but are more permanent than special publications and are often used by practitioners as high-level technical information carrying the weight of collective EWRI expertise. A manual is like a guideline, but with a much more detailed discussion of the topics outlined in a guideline. The manual should convey "expert" advice, not just someone's opinions.

5.3.7 Special Publications

Specialty publications include proceedings of congresses, specialty conferences, and symposia. Proceedings are approved in concept when the GB approves the conference budget. If a special publication is to be published under the ASCE banner, the publication must follow the ASCE Publications procedures. Special publications (except those published in a journal) are usually published from camera-ready manuscripts prepared by the authors.

5.3.8 Standards and Pre-standards

Standards and pre-standards are also published by EWRI. A standard is a rigorous presentation of topics — a consensus on best or required practices that might even carry the force of a legal

requirement for working in a particular area.

EWRI participates in the production of ASCE standards. This is necessarily a complex and expensive process requiring special rules for committee membership and activities. Councils/Committees are encouraged to produce pre-standardization documents of high technical quality to enter the formal standardization process. A pre-standardization activity produces a document that is intended as a resource for a standards activity. Pre-standardization is governed by the ASCE Rules for Standards Committees as appears in the ASCE Official Register.

A standard is a document developed via the ANSI consensus process including balloting by a balanced standards committee made up of ASCE members and non-members, ASCE membership as a whole and the public. Standards carry the highest level of respect within the practice.

The Standards Council manages the standards committees responsible for writing standards. Standards development is strictly governed by ASCE rules contained in the ASCE Official Register.

5.3.9 Complimentary Copies

The ASCE Publications Department provides up to ten complimentary copies of Manuals of Practice and reports to the author(s) who develop a publication. The corresponding editor is responsible for identifying the recipients.

Costs for complimentary copies of conference proceedings may be provided only through inclusion in the conference budget.

5.4   Policy Statements, Position Papers, and Resolutions

To encourage the involvement of ASCE, its Institutes and its members on issues of significance in professional and public affairs, the ASCE BOD has established procedures for the development, review, adoption, and promulgation of official ASCE statements. These statements provide timely information to the public, media, public agencies, and groups within the broad spectrum of the engineering profession. Guidelines and formats for policy development are found in ASCE Policies & Priorities issued by the ASCE BOD Policy Review Committee (PRC) and is updated each fiscal year.

Public documents produced by the policy process are the basis of all offered ASCE statements including public pronouncements, testimony, or commentary on governmental activity and information efforts on behalf of members and ASCE. The three forms of official statements, approved by the ASCE BOD, are known collectively as ASCE policies and include:

Policy Statements – a concise, definitive pronouncement on a topic of continuous concern with the goal of developing a course or method of action, selected from alternatives and in light of given conditions, to guide or determine future actions by EWRI or the members it represents.

Position Papers – a longer, more detailed examination of an issue within the scope of the expertise of the environmental and water resources profession, and

Resolutions – a brief, formal expression of ASCE on a specific issue or in response to a specific occurrence or event. It addresses a concern of limited duration or establishes a course of ASCE action in an immediate time frame.

No action shall be taken by EWRI that may be deemed to express an attitude or action of ASCE, but resolutions or recommendations may be addressed to the ASCE BOD for consideration or approval and promulgation. EWRI, through its GB, may issue its own statements of policy but shall identify them as such. Any amplification, interpretation, or application of ASCE policies other than by the ASCE BOD must be clearly identified as the views of EWRI and not of ASCE.

No statement may be distributed publicly if it conflicts with ASCE purpose or current official ASCE policy. Prior to developing a new proposal, members should examine existing policies to determine whether a new policy document is needed, whether it conflicts with existing documents and whether it is an issue of broad concern to civil engineers.

More information about ASCE Policies may be found on the Government Relations website or by contacting the Government Relations Office directly at govwash@asce.org or 202-789-7850.

5.4.1 Timing

The EWRI GB's Past Presidents Committee (PPC) is responsible for handling proposed policy statements/position papers/resolutions.

The EWRI PPC and ExComs are to work directly with the PRC to review and initiate new policies. The originating unit submits the proposed document to the appropriate ExCom. After the document content is resolved between the originating unit and the ExCom the document is forwarded through "normal" channels (PPC, GB, PRC, and the ASCE BOD).

5.4.2 Approval Process of Official Statement

In order to be adopted as an official ASCE statement, a proposed document is submitted to PRC prior to ASCE BOD consideration. If the ASCE Executive Committee rules a statement is urgent, it can approve the action and present it to the ASCE BOD for confirmation.

5.5   Liaison with Local Geographical Organizations

Councils/Committees are encouraged to establish liaison with ASCE Section and Branch Technical Groups and similar entities belonging to partnering organizations.

The EWRI Local Activities Council assists in establishing EWRI Chapters, recognizes outstanding performance by local ASCE Sections and Branches, and provides a Speakers Bureau.

5.6   EWRI Representation to Other Organizations

EWRI encourages liaisons and joint committee assignments in outside organizations involved in areas that are closely related to EWRI activities. EWRI does not provide support to, nor does it nominate individuals to officially represent EWRI on outside standards-writing bodies. The

EWRI Operations Handbook

EWRI President, in coordination with the ASCE President, when appropriate, arranges for liaisons and joint committee assignments. The representatives to other organizations are listed in the ASCE Official Register.

Rules for governing EWRI liaisons and joint committee assignments are as follows:

1. The EWRI GB nominates, administers, and proposes budgets for each assignment. Where membership fees (or the equivalent) are required, the EWRI GB will identify the need in its annual budget process.
2. Except where agreements with outside organizations otherwise specify, assignments are for a one-year period. Generally no more than two consecutive appointments are authorized.
3. Appointees must prepare reports for each meeting attended and submit them to EWRI staff. In addition, an annual summary report must be submitted.
EWRI staff must include a report on each liaison assignment in their spring report to the EWRI GB.
4. EWRI staff prepares recommendations for liaison appointments in the spring. These are communicated to the EWRI President-elect.
5. The EWRI President-elect shares these recommendations with the appropriate ASCE unit where the liaison serves as a representative of ASCE.

Any council/committee or EWRI member may propose new liaisons or joint committee assignments to EWRI staff. EWRI staff is responsible for securing approvals from the EWRI GB for new activities. Requests should include:

1. Organization name

2. Description of organization activities, along with justification for EWRI representation;

3. Names and backgrounds of nominated representative(s); and

4. Proposed financial arrangements (i.e., travel reimbursement, dues, etc.) to be included in the EWRI budget. Liaison activity travel reimbursements are subject to the same regulations that govern any other council/committee travel.

The EWRI GB sets the list of Strategic Partners. EWRI is in the process of developing formal liaisons among organizations which include the following water and environmental organizations:

- American Academy of Environmental Engineers (AAEE)

- American Water Works Association (AWWA)

- Chinese Institute of Environmental Engineering (CIEnvE)

- Civil Engineering Certification Board (CEC)

- Engineers Without Borders (EWB)

- Environmental Engineering Committee of Chinese Institute of Civil & Hydraulic Engineering (EEC/CICHE)

- Mexican Hydraulics Association (AMH)

- International Association of Hydraulic Engineering and Research (IAHR)

- International Erosion Control Association (IECA)

- Shenzhen Hydraulic Engineering Society (SZHES)

- Solid Waste Association of North America (SWANA)

- United States Committee on Irrigation and Drainage (USCID)

- United States Society on Dams (USSD)

- Water Environment Federation (WEF)

- Water for People (WFP)

- Water Resources & Environmental Engineering Division - Taiwan Society of Civil Engineers (WREED/TSCE)

- Weather Modification Association (WMA)

The EWRI GB may form relationships with other groups and may serve as the United States of America member society to various international organizations in accord to with the Society Rules of Policy and Procedure.

6.0   Finances

6.1   Activities Assessment and Evaluation

The EWRI GB plans, evaluates, and budgets all EWRI activities. This process is designed to assist councils, committees and task committees with formulating budgets, planning projects, and reporting progress. Councils are responsible for staying informed of standing committees' activities as well as assisting with clarification and justification of budget requests. Standing committees are responsible for the same regarding task committees. EWRI organizational entities should self-assess their current programs, products, and services to be certain they meet EWRI's strategic goals and objectives and deliver added value to EWRI and ASCE's members. Annual budget reports (see Appendix C) are used to assess whether a proposed program meets EWRI's strategic goals and objectives and deliver added value. This information is gathered by EWRI staff and submitted to the GB.

6.2   Budget Requests

The EWRI fiscal year begins on October 1. Budget requests from task committees and committees are due on September 1 to the councils. Councils approve the budgets by November 1, and ExComs approve the budgets by February 1. ExCom chairs coordinate the requested budgets with EWRI staff. EWRI staff consolidates the budget request and forward a combined budget request to the EWRI Treasurer. The budget moves up the hierarchy to the Financial Committee, GB, and ASCE Board according to Figure 2. Planned committee activities are prioritized to aid councils, ExComs and the GB in administering budgeted funds. Assessment, as described in Section 6.1, of existing and proposed programs, products, and services is to be completed by the current year's council/committee chairs and submitted to EWRI staff, with a copy to the ExCom Chair prior to June 30 of the current fiscal year.

Unspent EWRI funding budgeted for a specific purpose in any fiscal year is not carried over to the next fiscal year. Surplus funds accrue to EWRI reserves or to ASCE reserves, as appropriate. However, grant or contract funds may be carried over if approved by the funding source.
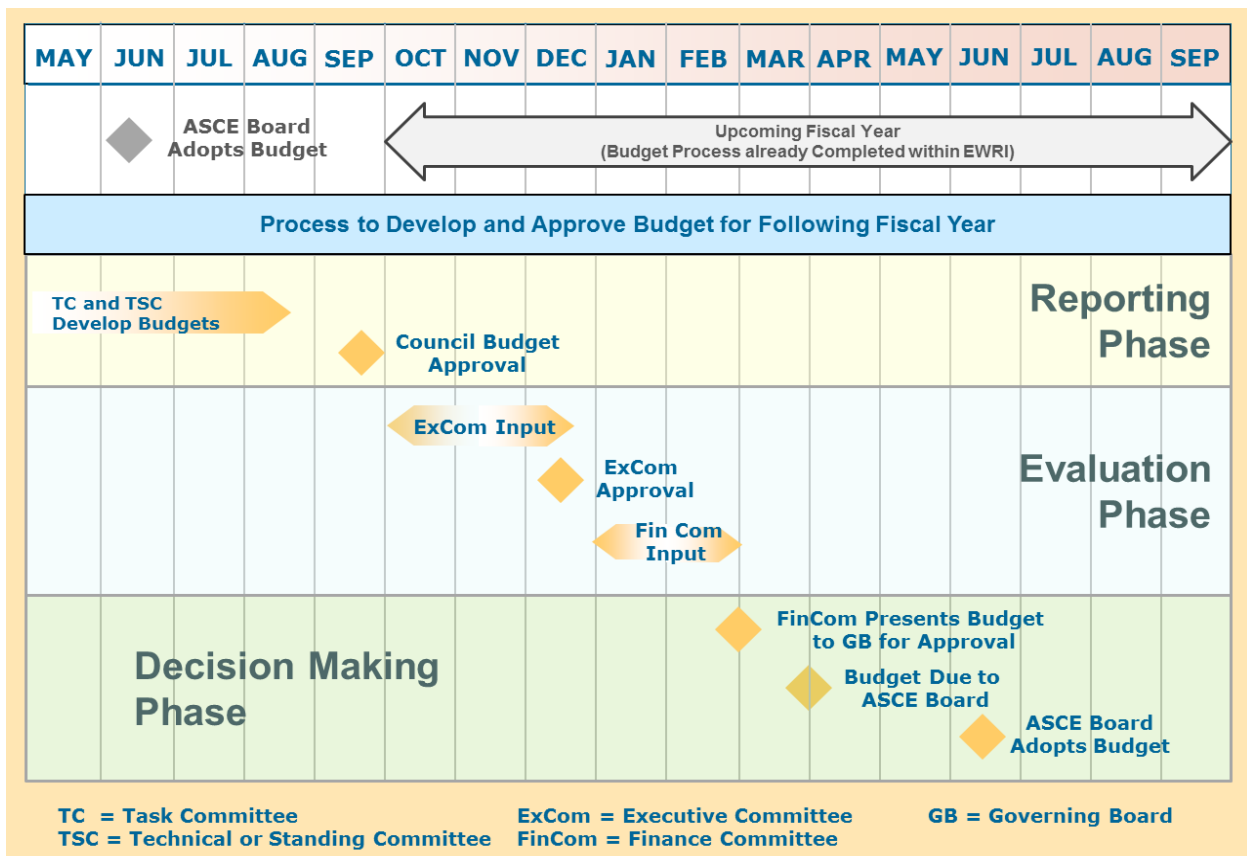

Figure 2. Budget timeline described in Section 6.2.

6.3   Allowable Expenses

EWRI activity expenses are reimbursed after approval by the appropriate EWRI staff. Only activities included in the approved budget for the current fiscal year are approved for reimbursement unless EWRI staff grants an exception prior to the activity being undertaken. There is a threshold amount that, if exceeded, requires GB approval. EWRI staff will make payments promptly on receipt of statements detailing the expenditures. EWRI funds are not advanced in anticipation of expenditure.

Travel expenses are reimbursed to the extent that funding is available and prior authorization for the activity is obtained as stated above. Unless noted otherwise herein or an exception is granted by the EWRI GB, the EWRI travel expense reimbursement policy is consistent with that of ASCE. Details of the ASCE policy can be found in the *ASCE Official Register* and on the ASCE online reimbursement form (called eReimburse at the time of this writing). Requests for reimbursement must be sent to EWRI staff not later than 30 days following the activity.

Council/committee expenses such as stationery, postage, photocopying, and long distance telephone calls will be reimbursed by EWRI when approved and accompanied by proper documentation. EWRI stationery can be obtained from EWRI staff.

EWRI funds are not available for:

- Travel costs and miscellaneous expense reimbursement for individuals who are not ASCE or EWRI members at the time the expense is incurred.

- Meeting room rental for use by a council/committee, unless the meeting is held in conjunction with other EWRI activities (congresses, conferences, committee weeks, etc.) or unless it can be shown that an overall reduction in costs was realized by holding the meeting in the location where room rental was required.

- Costs incurred by organizers and participants in congresses, conferences, or any other session conducted by a council/committee. However, these costs may be included in the convention or conference budget.

- Secretarial services, unless specifically included in a Grant or Contract funding.

- Salaries for EWRI council/committee members for services as council/committee members.

6.4   Fiscal Control

The GB is responsible for monitoring the fiscal health of the EWRI. EWRI staff is responsible for monitoring expenditures and will notify the Treasurer and ExCom chair of any irregularities. Periodically, financial reports are prepared by EWRI staff and Treasurer to assist the GB and each ExCom in fulfilling this responsibility. EWRI's goal to be fiscally responsible is supported by a strict following of the budgeting process.

EWRI organizational entities are strongly encouraged to be alert to timely opportunities to initiate projects that will advance the EWRI vision and mission. These opportunities may result

in funding needs not anticipated during the annual budgeting process. Funding for such opportunities may be requested from the EWRI Director or GB, as appropriate.

EWRI staff maintains a summary of activity expenditures by EWRI councils/committees and the EWRI GB and administer all requests for funds against this summary. EWRI staff regularly notifies council/committee and ExCom chairs and the GB Finance Committee of budget status. This notification includes budgeted activities, budgeted amounts, amount committed (amount authorized, but not yet claimed), the amount claimed, and remaining funds.

7.0   Awards

7.1   ASCE National Awards

7.1.1 Purpose and Procedures

The basic purpose of ASCE awards is to advance the engineering profession by recognizing meritorious achievement. EWRI administers a group of ASCE awards for which prescribed endowments are established to fund the necessary costs of plaques, medals, honoraria, certificates and certain other associated expenses. A compilation of the ASCE-EWRI Awards is listed in the *ASCE Official Register* under Awards.

Most ASCE awards are bestowed annually. Details, including eligibility, nominations, and presentations are given in the *ASCE Official Register* and on the ASCE Honors & Awards Website*.* At its discretion, the EWRI Awards Committee may solicit recommendations for award nominees from the councils/ committees having the most knowledge of the candidates in the field of endeavor.

The ASCE BOD makes the following awards on the recommendation of the EWRI GB. The EWRI GB currently administers the following ASCE awards:

- Arid Lands Hydraulic Engineering Award
- Ven Te Chow Award
- Simon W. Freese Environmental Engineering Award and Lecture
- Samuel Arnold Greeley Award
- Rudolph Hering Medal
- Karl Emil Hilgard Hydraulic Prize
- Julian Hinds Award
- Wesley W. Horner Award
- Hydraulic Structures Medal
- Hunter Rouse Hydraulic Engineering Lecture Award
- J. C. Stevens Award
- Royce J. Tipton Lecture Award
- Hans Albert Einstein Award
- Margaret S. Petersen Award

Membership in ASCE is a prerequisite for eligibility to receive the Greeley, Hinds, Stevens, Tipton and Hering Awards. The Hans Albert Einstein Award is based on recommendations from a committee formed by the EWRI and COPRI (Coasts, Oceans, Ports and Rivers Institute) Governing Boards and consists of three members of the EWRI Awards Committee and three members of the COPRI Awards Committee.

7.1.2 Establishment of ASCE Awards

Procedures for establishing ASCE awards are contained in the *ASCE Official Register*. An award that is named for an individual (e.g., the Ven Te Chow Award) requires a minimum endowment of $25,000.

7.1.3 Administration of ASCE Awards

After being established and properly funded, ASCE awards are administered by the ASCE BOD Executive Committee through the ASCE Honors & Awards Department. Each award has its own process for nomination. The *ASCE Official Register* outlines those processes. The EWRI Awards Committee will assume the administrative duties for all ASCE award nominations that are assigned to EWRI by the ASCE BOD.

7.2   EWRI Institute/Council Awards

The EWRI GB and EWRI councils/committees may establish awards for:

- Exceptional service to EWRI,

- A Memorial,

- Papers or any other document issued by EWRI, and

- Other noteworthy activities, including student papers and presentations

7.2.1 Establishment of EWRI Awards

A formal proposal is developed to establish an award and must be approved by the EWRI Awards Committee and the EWRI GB. EWRI award details are covered on the EWRI Awards website. An EWRI Memorial award requires a minimum $15,000 endowment.

Eligibility for endowed EWRI Awards will be determined at the time of endowment by the benefactor or originating council/committee in consultation with the EWRI Awards Committee and GB. For other Awards, eligibility is determined by the GB in consultation with the ExComs and councils.

7.2.2 Administration of EWRI Awards

The EWRI Awards Committee administers GB awards. Council/committee awards are administered by the respective council/committee as described in the initial proposal. Often a council may assign a subcommittee to oversee the nomination process and recommend

recipients to the EWRI Awards Committee. The EWRI Awards Committee reports to the GB all award recipients during the year and the date and location of presentations.

7.2.3 Embodiment of EWRI Awards

It is desirable, but not required, that each named award be presented each year. Unless previously approved by the GB or funded by contributions, cash or honoraria may not be presented.

Normally, EWRI awards take one of the following forms:

• Paper certificate,

• Certificate laminated to a plaque,

• Plaque,

• Similar suitable memento.

7.2.4 Financial Considerations

Council/committee awards may be funded by EWRI within its annual budget. Requests for such award funding must be made explicitly by the appropriate ExCom each year in their budgeting forms. The maximum amount budgeted for any council/committee award cannot exceed $150 unless funded by alternate EWRI GB authorized methods.

At present, there are two acceptable alternative funding methods for council/committee awards:

• The cost may be included in a budget for a specialty conference at which the award is presented.

• Contributions may be solicited from external sources, including EWRI members. Solicitations must have advance EWRI GB approval. The EWRI Director will establish an account to hold council/committee award contributions.

7.3   Expressions of Appreciation

It is customary to recognize the routine service of any member of EWRI who has satisfactorily completed a term of service on the GB or any council or committee.

7.3.1 Certificate Categories

There are three categories of EWRI-approved certificates of appreciation:

a) Certificates given to outgoing EWRI GB members, outgoing ExCom members, outgoing members of other council/committee reporting directly to the EWRI GB and other EWRI members or nonmembers that the EWRI GB feels is especially deserving. The certificates

consist of one of several standard service certificates preprinted for each position title, the committee name, and the recipient's name. An appropriate frame or mounting is provided.

b) Certificates given to other outgoing council/committee members. The certificate consists of a standard service certificate preprinted with the words "For services as council/committee chair" (or other appropriate designation), the committee name, and the recipient's name. A frame or mounting may be provided.

c) All other certificates of appreciation (e.g., conference steering committee members, task committee members, and so on) take the form of a standard certificate with the recipient's name and a citation typed thereon. A frame or mounting may be provided.

Only the EWRI GB can authorize certificates which fall under category a). Normally, those certificates are presented at a function at which the GB members are in attendance. However, the council/committee may request approval to present the certificate at a conference or similar event at which the EWRI GB might not be in attendance.

The appropriate ExCom may authorize the issuance of certificates under b) & c) and may present those at a time and place of its choice.

7.3.2 Other Forms of Appreciation

Provisions for a form of appreciation other than certificates in categories a, b, and c may be recommended by the appropriate ExComs and approved by the EWRI Awards Committee.

7.4   Activities of EWRI Awards Committee

The role of the EWRI Awards Committee is to recommend recipients for ASCE awards and to recommend and maintain an environmental and water resources awards program for best papers published under the EWRI's auspices, as well as to maintain the Codes and Standards awards of the ASCE. The members of the EWRI Awards Committee will consist of either the chair, past chair, or representative of each council. Their terms are either two or three years.

The number and categories of the awards presented by EWRI are reflective of the broad profile of the professional disciplines represented by the membership. Because awards are generally presented at a gathering of the major professional disciplines active within EWRI, presentation of EWRI awards may occur at different times and places during the year.

8.0   Project Funding and Grants Administration

8.1   Guidelines for Technical Projects

The EWRI GB must provide advance approval of all projects funded through grants from sources external to ASCE. Technical projects funded through grants may originate from within a committee or may be initiated by EWRI staff in consultation with the funding agency. Projects may be funded by governmental agencies, institutions of higher learning, associations, or private organizations.

Projects approved by the GB, to be funded through grants, are required to be reviewed by the ASCE Standing Committee on Project Evaluations (SCOPE). The committee is comprised of ASCE Executive Staff members. All projects must be summarized using the SCOPE Form to be provided by the EWRI Director.

8.1.1 Nature of Projects

Projects normally lead to, but are not necessarily restricted to, the following activities and products:

- Manuals of practice and design guidelines

- Codes, standards, and commentaries

- Conferences, symposia, workshops, and advisory panels (information transfer)

8.1.2 Justification of Projects

Projects must be justifiable in terms of the importance of the problem they address and the likelihood that the project will contribute materially to the solution. The following items are to be considered:

- National or local and professional, need, priority, and impact

- Funding source potentials

- Relevance to the EWRI mission

8.1.3 Conflicts of Interest

There may be no organizational or personal conflicts of interest. Areas of potential conflicts to be avoided are:

- Competition with individual EWRI members or their organizations. To demonstrate the absence of such conflicts, EWRI should show a collective effort of unique qualifications not readily found elsewhere.

- Steering committee members or reviewers serving as contractors on the same project.

- Financial benefit to a member of the council/committee developing the project (or the member's organization).

8.2   The Grant Development Process

The grant development process within EWRI is as follows:

- An opportunity is brought to the attention of the EWRI GB by an EWRI member, an ExCom, council or staff.

- After informing the GB members, the EWRI President assigns the responsibility for developing a project proposal to the appropriate ExCom, which in turn appoints a subcommittee that includes the EWRI Director and other appropriate individuals.

- The subcommittee evaluates the feasibility of the project in terms of need, priority and impact of the project; potential funding sources; relevance to the EWRI mission; the potential for conflicts of interest; and the availability of appropriate expertise to complete the project.

- If the subcommittee determines the project to be feasible, the subcommittee drafts a preliminary proposal (scope of work, schedule, staffing, level of effort estimate, and potential funding sources) for review by the EWRI GB.

- If the EWRI GB approves the preliminary proposal, EWRI staff submits it to ASCE's Standing Committee on Project Evaluation (SCOPE) for endorsement of ASCE's leadership.

- Upon SCOPE's approval, the proposing committee and EWRI Director develop project costs and complete the draft proposal, working with ASCE to apply overhead in the appropriate percentage as justified by the most recent ASCE's Federal Government audit.

- The appropriate ASCE ExCom with approval by the EWRI GB, if necessary, appoints a peer review committee to review the draft proposal and recommend revisions where appropriate.

- Following the peer review, the EWRI Director initiates preliminary discussions with potential funding sources.

- The EWRI Director submits the proposal to the funding organization(s), and coordinates with the proposing committee.

- The EWRI Director and ASCE Chief Operating Office accept the award on behalf of EWRI and, subject to the concurrence of ASCE legal counsel, execute an Agreement with the funding source.

- The EWRI Director executes subcontracts with any external organizations participating in the project.

8.3   Project Management

An EWRI staff member shall function as Project Manager and be responsible to the EWRI Director for fiscal matters and to the project steering committee for technical matters. Project financial management, including the development of subcontract documents and the issuance of invoices and payments, will be the responsibility of the Project Manager, with feedback and approval from the EWRI Director. Project technical administration, including the submission of progress reports to the funding source, will also be the responsibility of the Project Manager. The Project Manager will work closely with the appropriate ExCom (Member Services or Technical Coordination) acting in whole or through a subcommittee as the project steering committee. Any outside subcontractor selection process will be conducted by the project steering committee in accord with guidelines set forth by the EWRI GB.

A peer review committee consisting of at least three persons, the majority of whom should be EWRI members, must be appointed by the appropriate ExCom to perform technical review of any funded project. This committee may consist of the same individuals who performed the peer review on the original proposal.

Appendix A. Assignments of EWRI Staff

As of January 9, 2017:

Brian Parsons, M. ASCE, EWRI Director

Barbara Whitten, Technical Manager
EWRI Congress, EWRI Specialty Conferences, Technical Product Development, Grants Administration

Gabrielle Dunkley, Manager, Products and Services
EWRI Congress, EWRI Specialty Conferences, Continuing Education, Publications, Awards

Vacant, Administrator
EWRI Board of Governors and Board level committees, EWRI Operations, Council Weekend, Membership

Jennifer Jacyna, Manager, Member Services
EWRI e-Update, Currents, Member Services Executive Committee Activities, Chapter Relations, EWRI COLLABORATE, Visiting International Fellowship, Student Programs, International Perspectives on Water and the Environment Conference (IPWE)

General Inquiries may be sent to ewri@asce.org

Appendix B. Sample New Committee/Task Committee Proposal Forms

Environmental and Water Resources Institute
Technical Activities Coordination Executive Committee

Technical Standing Committee Proposal Form

Committee Name and Purpose

Proposed Committee Name	
Parent Council	
Submitter Name	
Submitter Email	
Date	
Parent Council Chair Name	
Parent Council Chair Email	
ExCom Rep Name	
ExCom Rep Email	
Committee Purpose and Objectives	
Justification and Need	
Identify Functional Overlaps with existing Committees	
Provide Justification for multiple committees with functional overlaps	

Membership

	Name	Title	Firm or Agency	email	phone	ASCE member #
Chair						
Vice Chair						
Secretary						
Member						
Member						
Member						
Member						
Member						
Member						
Member						
Member						
Member						
Member						
Member						
Member						
Member						
Member						
Member						
Member						

ASCE Member ID number is required for the proposed Officers and any committee member seeking reimbursement from the Society

Environmental and Water Resources Institute

Technical Activities Coordination Executive Committee

EWRI Technical Task Committee Proposal Form

Task Committee Name and Objectives

Proposed Task Committee Name	
Submitter Name	
Submitter Email	
Date	
Parent Committee Name	
Parent Committee Chair Name	
Parent Committee Chair Email	
Parent Council	
Parent Council Chair Name	
Parent Council Chair Email	
ExCom Rep Name	
ExCom Rep Email	
Task Committee Objectives	
Need and Justification	

Technical Products to be generated (choose from list and describe in detail)		Institute Sponsored Conference	
		Conference Short Course	
		Institute Co-Sponsored Conference	
		Conference Sessions(s)	
		Seminar	
		Webinar	
		Chapter Presentation	
		Exhibit	
		Committee Report	
		Standard	
		Manual of Practice	
		Guidance Document	
		Student Competition	
		Capacity Building Program - Diversity	
		Liaison Activity	
		Grant Activity	
		Speakers Bureau	
		Service Projects	
		International Program – VIF	
	Other:		
Describe potential overlap with other task committees and how it will be addressed			
Anticipated Completion Date			
Funding Requirement			
Funding Justification			

Membership

	Name	Title	Firm or Agency	email	phone	ASCE member #
Chair						
Vice Chair						
Secretary						
Member						
Member						
Member						
Member						
Member						
Member						
Member						
Member						

ASCE Member ID number is required for the proposed Officers and any committee member seeking reimbursement from the Society

Appendix C. Sample Budget Activity Reports

Environmental and Water Resources Institute
Technical Activities Coordination Executive Committee

Annual Committee Activity Report for
Technical Standing Committees

Committee Name_____

Instructions

1. Each technical standing committee and task committee is required to prepare a committee activity report in order to maintain its active status and to be considered for funding in the next fiscal year.
2. Awards and Journal Committees are exempt from this requirement; symposium/session organizing committees are not.
3. Reports are due August 31 of each year and distributed for council and ExCom review.
4. Committees that fail to provide reports for two consecutive years will be considered dormant. Committee reactivation requires ExCom approval

Parent Council_____

Date of Report_____

Person Submitting Report_____

Email address_____

Current Officers (Minimum 3)

	Name	Affiliation	email
Chair			
Vice Chair			
Secretary			
Other:			
Other:			
Other:			
Other:			

Incoming Officers (Minimum 3)

	Name	Affiliation	email
Chair			
Vice Chair			
Secretary			
Other:			
Other:			
Other:			
Other:			

Current committee membership roster if one is maintained by the committee

Provide a summary of activities and accomplishments during the current/previous fiscal year. Include the number of participants in meetings, conference calls or other activities. For conference sessions include the number of presenters and posters.

List planned activities for the upcoming fiscal year

What technical products or tools (Books, reports, MOP, Journal Special Issues, Webinars, etc.) are anticipated to be produced?

What are the anticipated budgetary needs for committee operations in the coming year?

Environmental and Water Resources Institute
Technical Activities Coordination Executive Committee

Annual Committee Activity Report for
Technical Task Committees

Task Committee Name_____

Instructions

1. Each technical standing committee and task committee is required to prepare a committee activity report in order to maintain its active status and to be considered for funding in the next fiscal year.
2. Awards and Journal Committees are exempt from this requirement; symposium/session organizing committees are not.
3. Reports are due August 31 of each year and distributed for council and ExCom review.
4. Task Committees that fail to provide reports for two consecutive years will be closed out.

Parent Committee_____ Parent Council_____

Person Submitting Report_____ Date of Report_____

Email address_____

Current Officers (Minimum 3)

	Name	Affiliation	email
Chair			
Vice Chair			
Secretary			
Other:			
Other:			
Other:			
Other:			

Incoming Officers (Minimum 3) Or attach current roster

	Name	Affiliation	email
Chair			
Vice Chair			
Secretary			
Other:			
Other:			
Other:			
Other:			

Full Task Committee Roster

[ ]

Year Task Committee was created_____

Products or outcomes promised

[ ]

Provide a summary of activities and accomplishments during the current/previous fiscal year. Include the number of participants in meetings, conference calls or other activities. For conference sessions include the number of presenters and posters.

[ ]

List planned activities for the upcoming fiscal year, discuss proposed deviations from the task committee proposal:

[ ]

What is the task completion schedule?

[ ]

What are the anticipated costs to complete the task?

Appendix D. Sample Meeting Agenda and Minutes

<div align="center">

ASCE-EWRI XXX Committee
Meeting Agenda
Date, Time
Location
http://collaborate.ewrinstitute.org/communities/mycommunities

</div>

Conference call information
Phone Number: 1 (800) xxx-xxxx
Room Number: xxxxx

Mission/goals of committee:

---

1. Identification of members, including new members attending - **All**
2. Additional agenda items & approval of proposed agenda - **All**
3. 2015 EWRI Congress, Austin, TX, May 17-21, 2015 – **name**
    a. Discussion of sessions
    b. Last minute issues and adjustments
4. Officer and core group member nominations
5. Reports and work products from Subcommittees
    a. Subcommittee 1 – **name**
    b. Subcommittee 2 – **name**
    c. Task committee 1 – **name**
6. Reports on Publications
    a. Currents articles – **name**
7. 2016 EWRI Congress, Palm Beach, FL, May 22-26, 2016
    a. Preliminary session topics – **name**
    b. Creative track design -- **All**
    c. Palm Beach, FL local chapter contacts – **name**
8. New committee initiatives and ideas – **name**
    a. Discuss new task/project items and committee direction for 2015-16
    b. Additional item (to be proposed at the meeting) – **name**
9. Solicitations for Contributors to Webinar – **name**
10. Breakout session: small group discussions and subcommittee meetings
    a. Subcommittee 1 – **name**
    b. Subcommittee 2 – **name**
    c. Task committee 1 – **name**
    d. Placeholder topic – to be determined from #8
11. Next meeting: date, time, location (or conference call)

ASCE-EWRI XXX Committee
Meeting Minutes
Date, Time
Location
http://collaborate.ewrinstitute.org/communities/mycommunities

Conference call information
Phone Number: 1 (800) xxx-xxxx
Room Number: xxxxx

Mission/goals of committee:

xxxxxx

---

1. Identification of members, including new members attending - **All**
(attach sign-in sheet)
2. Additional agenda items & approval of proposed agenda - **All**
3. 2015 EWRI Congress, Austin, TX, May 17-21, 2015 – **name**
    a. Discussion of sessions
Panel discussion led by XX and XX; 4 total speakers talking about XXX. Interesting discussion and questions.
Second year of student presentation award; informal award with certificate for best presentation. Aim for 3 judges for each student presentation with students informed in advance. Will meet to tally scores and give students feedback over email.
XXX session went well, but was a little difficult to manage with 5 presentations in the same session. It would be nice for the moderators to have access to email addresses for presenters in their sessions to email in advance and plan ahead.
Track Chairs can download information before the track closes.
    b. Last minute issues and adjustments
We will have to submit session proposals by June 15.
List of concerns.
Having the council bring these concerns before the committee might make things more effective.
Update on YYY Committee
Launched new journal. Guidelines for Certification completed. ZZZ task committee is looking for new members and leader.
4. Officer and core group member nominations
Nomination for Secretary: name (elected).
Core group: Might create additional core group member seats in the Council.
5. Reports and work products from Subcommittees
    a. Subcommittee 1 – **name**
        • Accomplishment a
        • Accomplishment b
    b. Subcommittee 2 – **name**
        • Accomplishments
    c. Task committee 1 – **name**
        • Progress to-date
6. Reports on Publications

       a. Currents articles – **name**

Listing of articles in progress.

   7. 2016 EWRI Congress, Palm Beach, FL, May 22-26, 2016

       a. Preliminary session topics – **name**

Listing of sessions here. Listing of action items here.

       b. Creative track design – **All**

Listing of ideas here. Listing of action items here.

       c. Palm Beach, FL local chapter contacts – **name**

Listing of names here.

   8. New committee initiatives and ideas – **name**

       a. Discuss new task/project items and committee direction for 2015-16

Listing of discussion items here. Listing of particular action items here.

       b. Additional item (to be proposed at the meeting) – **name**

No new items proposed.

   9. Solicitations for Contributors to Webinar – **name**

Discussion on member needs; peer review. Listing of particular action items here.

   10. Breakout session: small group discussions and subcommittee meetings

       a. Subcommittee 1 – **name**

Summary of activity here.

       b. Subcommittee 2 – **name**

Summary of activity here.

       c. Task committee 1 – **name**

Summary of activity here.

       d. Placeholder topic – to be determined from #8

Summary of activity here.

   11. Next meeting: date, time, location (or conference call)

Appendix E. Sample Workshop Proposal Form

PROPOSAL SUBMITTED TO *(list Division(s), Council(s), or Institute(s)):*

Prepared by: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

Mailing Address: _____

Signature: _____   Date: _____

ORGANIZERS AND COMMITTEE INFORMATION

Please provide as much information on the volunteers as possible.

Chair: _____

Co-Chair *(Reality Checker & Backup):* _____

Technical Program Chair: _____

Technical Program Vice-Chair *(Reality Checker & Backup)*: _____

Local Chair: _____

Sponsorship & Exhibits Chair: _____

Other proposed committee members: _____

BASIC INFORMATION

Proposed Title: _____

Type of Event *(check one):*
- Congress ▫
- Specialty Conference ▫
- ASCE Annual Sessions ▫
  - Other: (*explain)*

Conference Sessions ▫
Workshop ▫
Short Course ▫

Overall Purpose of the event: *(50-words description)*

List up to five (5) Objectives:

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What is the value to the Institute?

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EVENT AND PROGRAM HISTORY

Previous Event Name: _____

Dates: _____

City: _____

Facility: _____

Total Attendance: _____   Exhibits #: _____

Comments *(attach history of earlier meetings, if available)*

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CO-SPONSORSHIP AND COOPERATING ORGANIZATION INFORMATION

List potential Co-Sponsors or Organizers with Responsibilities for Each: *(limit to those with major impact on the success of the conference)*

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List Cooperating Organizations with Responsibilities for Each: *(limit to those with major impact on the success of the conference)*

```



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What will be the roles of these Organizations? How will they participate in the organizing and planning?

```



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TECHNICAL PROGRAM INFORMATION

Will a Call for Papers be issued?   Yes ▢   No ▢ **OR** Will all Speakers be invited?   Yes ▢   No ▢

Type of Sessions: _____

Number of Speakers: _____

Plenary or General Session(s)?   Yes ▢   No ▢   Est. #:   _____

Concurrent Sessions?   Yes ▢   No ▢   Est. #: _____   How many per day: _____

Technical Tours?   Yes ▢   No ▢   Est. #: _____   How many per day: _____

Posters?   Yes ▢   No ▢   Est. #: _____   How many per day: _____

Guest Tours?   Yes ▢   No ▢   Est. #: _____

Will there be Proceedings?   Yes ▢   No ▢   Est. #: _____

- Book of abstracts   Yes ▢   No ▢
-
- Proceedings   Yes ▢   No ▢
-
    i. Format   CD ▢   **OR**   Book ▢

Estimated number of Papers: _____

Estimated number of pages per paper: _____   Estimated total proceedings pages: _____

Will the Technical Chair be the Editor?   Yes ▢   No ▢

If not, please provide name of Editor: _____
Proposed Session Topics: *(please provide a minimum of 4-6 suggested topics)*

```
┌──────────────────────────────────────────────────────────────┐
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
└──────────────────────────────────────────────────────────────┘
```

ATTENDANCE INFORMATION

Estimated Attendance: _____

Target Audience: _____

Breakdown of Estimated Attendance:

- Full Registrations: _____   Justification: _____

- Daily Registrations: _____   Justification: _____

- Student Registrations: _____   Justification: _____

- Complementary Registrations: _____   Justification: _____

- Other Registrations: _____   Justification: _____

EXHIBIT INFORMATION

- Booths?   Yes ▢   No ▢   Estimate # _____
  Note: *must have a minimum of 25 paid exhibitors to qualify for booths.*

- Table-tops?   Yes ▢   No ▢   Estimate # _____

- Posters?   Yes ▢   No ▢   Estimate # _____

Suggested time and duration of the exhibits: _____

Estimated Number of Exhibitors: _____

Reasons for desiring exhibits to be part of the program:

```



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Will committees assist in providing leads for companies & contacts for marketing? Yes ▢   No ▢

If Yes, how?   _____

FOOD AND BEVERAGE INFORMATION

List all Meal Functions to be held at the event & indicate whether the recommendation is to include in the price of the registration fee or as a separate ticket.

• Yes ▢ No ▢	Breakfast – Continental
• Yes ▢ No ▢	Reception – Ice Breaker
• Yes ▢ No ▢	Beverage Breaks
• Yes ▢ No ▢	Awards Event*
• Yes ▢ No ▢	Luncheon w/
• Yes ▢ No ▢	Dinner/Evening *(gala, theme, fun, etc.)*
• Yes ▢ No ▢	Reception – Ice Breaker
Other/Explanation:	

List any special needs or plans to be budgeted for:

* Under "other" provide information if it will be a luncheon, dinner, etc.

```



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MARKETING INFORMATION

Target Audience *(list all categories):*

- ASCE Institutes: _____

- ASCE Technical Divisions: _____

- Other Organizations: _____

- Local Groups: _____

- Subscribers to publications and/or journals: _____

List at least three benefits of attendance to be used to help build the audience:

SPONSORSHIP INFORMATION

Expected funding source: **$**   _____

Reason for this expectation: _____

Expected funding source: **$**   _____

Reason for this expectation: _____

Expected funding source: **$**   _____

Reason for this expectation: _____

Expected funding source: **$**   _____

Reason for this expectation: _____

LOCATION & DATE INFORMATION

Please provide reasons why a particular region or city is requested.

Option 1 – Region and/or City: _____

    Technical projects / reason for this location: _____

Option 2 – Region and/or City: _____

    Technical projects / reason for this location: _____

Option 3 – Region and/or City: _____

    Technical projects / reason for this location: _____

DATES:

Option 1: _____

    Why were these Dates selected? _____

Option 2: _____

    Why were these Dates selected? _____

Option 3: _____

    Why were these Dates selected? _____

CONFERENCE COMPETITION/CONFLICTS

Please list any conferences you consider competition with or in conflict with your proposed conference, along with dates and location. Please include conferences occurring up to 12 months before and 12 months after your conference.

- **Conference Name:** _____

    Dates: _____   Location: _____

    Topic: _____

- **Conference Name:** _____

    Dates: _____   Location: _____

    Topic: _____

- **Conference Name:** _____

Dates: _____   Location: _____

Topic: _____

- **Conference Name:** _____

Dates: _____   Location: _____

Topic: _____

SCHEDULE

Please provide a conference schedule for each day of the conference.

Please indicate when the following milestones will be completed:

Milestone	Time (months before Event)
Develop congress/conference concept and prepare proposal	
Finalize management and co-sponsorship agreements	
Organize committee and assign tasks/roles	
Settle on location, sign facilities contract	
Begin marketing	
Publish preliminary technical program	
Publish final technical program	
Submit material to publisher	
Hold the Conference	0
Prepare and submit final report	