

WA WARN STATEWIDE COMMITTEE CHARTER

Introduction

This document describes the mandate of the WA WARN Statewide Committee and details of how its role will be fulfilled. Its duties will be defined, the staffing and structure outlined, the meeting schedule detailed, and its authorities and reporting requirements will be laid out.

Chartering Authority

The Statewide Committee is chartered under the general authority of the WA WARN signatories and the "Mutual Aid and Assistance Agreement for Washington State for Intrastate Water/Wastewater Agency Response Network (WARN)" also known as the WARN Agreement. The Statewide Committee is accountable to the full membership of the WA WARN.

Purpose

The Statewide Committee plans and coordinates emergency planning and response activities for the Network.

Tasks

The tasks of the Statewide Committee include, but are not limited to, the following:

- Organize and coordinate emergency planning and response activities for the WA WARN.
- Encourage active participation of Members.
- Establish regular Statewide Committee meeting schedules to maintain continuity.
- Maintain communication with Members regarding updates, changes, or modifications to the WA WARN.
- Maintain the WA WARN Operational Plan for implementing the WA WARN Agreement.
- Obtain and manage grants as available.
- Manage issues related to Web site management.
- Determine costs associated with hosting workshops, training, etc.
- Set training and exercise schedules.
- Represent the membership when engaged in meetings, discussions, and consultations with other associations, states, and local agencies regarding the WA WARN.
- Review and, when changes are needed, propose amendments to the WA WARN Agreement to the membership for approval.
- Elect Chair and Vice Chair for the Statewide Committee

Membership

The Statewide Committee shall be comprised of representatives from the Regional Committees and Associates as defined in the WARN Agreement.

The Chair and Vice Chair of the Regional Committees are *ex officio* members of the Statewide Committee and are voting Members of the Statewide Committee.

WARN Associates are non-voting members Statewide Committee.

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Term of Membership

Chair and Vice Chair of the Regional Committees, as *ex officio* members of the Statewide Committee, shall serve so long as they hold these roles on their Regional Committee.

Members from Regional Committees, other than Regional Chair and Vice Chair, shall serve a term of two years. Members whose terms have expired are eligible for reelection.

WARN Associates serve at the invitation of the Statewide Committee for a term determined by the Statewide Committee.

Leadership Selection process of the Statewide Committee

The Statewide Committee consists of the following positions which are filled by their respective selection processes:

- Chair
 - The voting members of the WA WARN Statewide Committee elect the Chair, who serves a term of two years and is eligible for reelection, for not more than two consecutive terms.
- Vice Chair
 - The voting members of the WA WARN Statewide Committee elect the Vice Chair, who serves a term of two years and is eligible for reelection, for not more than two consecutive terms.

Non-leadership Selection process of the Statewide Committee

- Secretary
 - The Chair appoints the Secretary. This position may be filled by either a Member or an Associate and serves at the pleasure of the Chair.

Member Responsibilities and/or Authorities

The Statewide Committee shall have the authority necessary to discharge its duties and responsibilities as describe in this WA WARN Statewide Committee Charter.

Chair

- Presides at all duly constituted meetings of the membership.
- Represents the WA WARN Member utilities to the state emergency management agency, state drinking water primacy agency, and state wastewater permitting authority in emergency planning matters.
- Acts as the Executive of the Statewide Committee and is an *ex officio* member of all standing subcommittees of the Statewide Committee.

Vice Chair

- During a temporary absence of the Statewide Committee Chair, the Vice Chair provides direction to the WA WARN Statewide Committee.
- Performs duties as assigned by the Chair.

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- In case the WA WARN Statewide Committee Chair retires, resigns, or experiences a long-term absence, the Vice Chair acts in place of the Chair until the WA WARN Statewide Committee elects a new Chair.

Secretary

- Responsible for documenting proceedings at all meetings of the Statewide Committee.
- Edits and publishes any official administrative publications for the Statewide Committee.
- Receives and maintains a file of notes and records for the Statewide Committee and subcommittees.
- Sends official messages approved by the Chair to Members – either directly or through the Regional Chairs.
- Maintains up to date contact information for Members and Associates.
- Performs other administrative duties as assigned.

Associates

- Associates participate on the WA WARN Statewide Committee as advisors. While not voting members, they do provide valuable input. Associate Members may include but are not limited to:
 - o Professional water sector association representatives
 - o State drinking water primacy agency
 - o State wastewater permitting authority
 - o State Emergency Management agency
 - o Department of Public Health
 - o U.S. Environmental Protection Agency Region
 - o Other stakeholders with an interest in the water and wastewater sector of the State of Washington
- Bring concerns and issues raised within their stakeholder organization to the Statewide Committee.
- Communicate and explain committee actions to their stakeholder organization.
- Serve on appointed project teams or sub-committees.
- Encourage utilities to become a WA WARN signature

Meetings

The Statewide Committee shall meet at least twice annually (semi-annually) to conduct the business of the WA WARN. The Committee Chair shall set the time and date and place of the meetings. Notice of the meeting should be distributed to members at least four weeks prior to meeting date.

The Chair may call additional meetings when needed to address timely issues raised by a Regional Committee or Associate Member that requires statewide discussion or action prior to the next semi-annual meeting. Notice of the meeting should be made available to members within 2 business days of the Chair's call for the meeting.

Quorum

A quorum for conducting business at each meeting shall be a simple majority of the voting members of record of the Statewide Committee.

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Voting Process – WA WARN Network Issues

When the Statewide Committee determines that formal balloting is required of either the entire WA WARN Membership or selected Regional Memberships, an *ad-hoc* Balloting Subcommittee will be appointed by the voting members of the Statewide Committee to manage the process (See Balloting Subcommittee).

Voting process – Statewide Committee routine business

Robert's Rules of Order apply to voting on motions, which pass by simple majority. The Secretary will record the results of voting in the proceedings of the Statewide Committee.

Subcommittees of Statewide Committee

- Subcommittee Chairs
 - o Appointed by the voting members of the Statewide Committee

Standing Subcommittees include:

- Operational Plan
- Response

Ad-hoc Subcommittees include:

- Membership
- Election/Ballot

Subcommittees shall document the proceedings of their respective subcommittee. Such documentation of proceedings shall be provided to the Statewide Committee Secretary for archiving.

Additional subcommittees may be formed as needed to address issues requiring investigation and development of recommendations to the committee as a whole.

WA WARN Members and Associates may participate in one or more subcommittees.

Subcommittee participation may be drawn from the membership of all Regional Committees and Associate advisors as well as from subject matter experts. . All participants on a subcommittee may vote on the issues before the subcommittee.

Operational Plan Subcommittee – (Standing)

The Operational Plan Subcommittee maintains the WA WARN Operational Plan to ensure the WA WARN is ready to respond. The subcommittee focuses on procedures and materials designed to manage and improve the operations of the WA WARN. The subcommittee is responsible to:

- Maintain the WA WARN Operational Plan.
- Identify a process for how the Statewide Committee will approve and authorize the publication of the WA WARN Operational Plan, as well as its distribution through the Statewide Committee Chair.
- Maintain contact with local, regional, and state emergency management agency, state drinking water primacy agency, and state wastewater permitting authority representatives.

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- Provide recommendations on how to manage Members' contact data and resource lists.
- Conduct regular Member trainings to maintain familiarity with the WA WARN Operational Plan.
- Upon request from the statewide committee will conduct an "after action review" of WA WARN operations following each WA WARN Request for Assistance and make recommendations for improvement.

Response Subcommittee – (Standing)

The purpose of the Response Subcommittee is to organize a cadre of volunteer members who can serve as a Response Team to ensure WA WARN response coordination during complex emergencies. Because of the responsibilities of this group, the WA WARN considers this to be a regular standing subcommittee.

Members of the Response Team organize exercise programs as needed to test the functionality of the WA WARN Operational Plan with Members. They also participate in exercises (as appropriate) conducted by individual utilities, local government, and county or state emergency management organizations.

Membership Subcommittee – (Ad-hoc)

To increase membership in the WA WARN, the Membership Subcommittee is responsible to:

- Develop and/or maintain marketing or informational materials for outreach purposes.
- Conduct informational outreach at professional association conferences and workshops to ensure presentation of the WA WARN concept.
- Market and recruit new Members.
- Supports regional committee efforts to expand membership

Elections/Balloting Subcommittee – (Ad-hoc)

In the work of the Statewide Committee, there are generally two reasons to use formal balloting:

1. Voting on proposed Amendments to the Agreement by the entire Network Membership.
2. Significant decisions for which the Statewide Committee elects to put forward to either the entire Network Membership or selected Regional Memberships in the form of a vote.

When the Statewide Committee determines that formal balloting is required, an *ad-hoc* Balloting Subcommittee will be appointed by the voting members of the Statewide Committee. This subcommittee may be comprised of Members, Associates, or both. This subcommittee is to develop and manage the process of balloting which includes, but is not limited to:

- Prepare and distribute ballots and rules of ballot process to every Member, Authorized Official in electronic or written form at least one month in advance of the voting deadline.
- Collect ballots.

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- Verify ballot is received from Authorized Official or designee and that only one ballot is received per Member.
- Publish the results.
- Forward all documentation of the completed balloting process to the Secretary of the Statewide Committee for archiving.

Balloting will occur according to the following rules:

- Each Member has one vote.
- A Member that operates both water and wastewater services has one vote.
- Associates do not vote.
- Proposed Amendments to the WA WARN Agreement are passed according to the requirements contained within the current Agreement
- Other proposals pass by a simple majority vote.

Resources

WA WARN is a voluntary membership Network. There are no charges or dues for membership, thus the Network and its Committees operate without a stream of financial resources. The Network may from time to time obtain grants for specific projects. In addition, the Network may develop training and resources for which cost needs to be recovered, charges may be assessed to nonmembers. The viability of the Network is dependent upon the voluntary mutual sharing of the costs of Network operations. No committee or member may solicit or accept funds on behalf of WA WARN without the concurrence of their regional and or statewide committee chairs. Acceptance of any funds or resources will only occur after appropriate steps are taken by the Statewide Committee and are in place to account for, and control resources.

Process for Amending

This charter can be amended by majority vote of the Statewide Committee members.