



WHEREAS, the Southwest Ohio Water Environment Association (SWOWEA) is a Member Association of the Ohio Water Environment Association (OWEA) which is a 501(c) 3 Organization ; and

WHEREAS, the SWOWEA relies on email as a form of communication among members of the Executive Committee (EC), with its membership, those external to the organization, and with other professional organizations to communicate information; and

WHEREAS, it is recognized that e-mail is a form of communication. E-mail is not confidential in nature and may be subject to potential abuse by those who rely upon it. Hence, the use of email must be used with good judgment and discretion with thought on how it may impact the intended (and unintended) audience. E-mail can be forwarded with the click of a button and has the potential to be taken out of context.

WHEREAS, the SWOWEA shall not rely on email votes as a primary source of communications on action items amongst the members of the Executive Committee (EC); and

WHEREAS, an e-mail vote shall be used only as necessary to secure direction in the event the topic cannot wait until the next EC Meeting.

THEREFORE, SWOWEA adopts the following policy and procedure:

POLICY AND PROCEDURE

- I. E-mail shall be used for short discussions where it is not practical to meet or use the telephone to share general information.
- II. E-mails shall not be used for debate, or to discuss sensitive issues. They shall be written in a professional manner, and shall not violate the OWEA code of ethics, mission statement or knowingly threatens OWEA's non-profit status.
- III. E-mails shall not be written to lobby for support on an issue, against members of the EC or other parties.
- IV. E-mails shall be written as discretely as possible to as few people as is necessary. Replies to emails shall generally be "reply" as opposed to "reply to all."
- V. The tone of all e-mail shall be supportive of the SWOWEA and the OWEA, its Executive Committee, its members, private individuals and other organizations.



- VI. Emails received by public utilities or sent by public utilities should be considered to be publically available documents under Ohio Law. This means that it has the potential to be quoted in a newspaper or on television.

Votes of the EC occurring through the use of email shall adhere to the following steps:

- I. Request from Committee Chairs requesting approval of an action, shall be submitted to the SWOWEA President for review. The request shall include information regarding the details of the request and action requested.
- II. If determined to require immediate attention, the President shall forward the request to the entire Executive Committee for an email vote.
- III. Request from the EC shall require the details and action requested and then forwarded to the President for distribution for an email vote.
- IV. Based on the terms in the Ohio Revised Code 1702.01 (ORC) for a 501 (c) (3) organization, email votes shall be deemed valid when a vote of yea, nea, or abstain is received from all EC members by the President, or Vice President, in the absence of the President. A simple majority of EC member votes is required to pass the motion. Only SWOWEA Executive Committee members may vote.
- V. EC members will be provided the reason for the vote and the action required. EC members will be given at least a 48 hour timeframe for responses, not to include weekends or holidays.
- VI. Minimal discussion can occur through email on the topic. If excessive discussion occurs, the vote may be pulled by the President and a conference call of the EC scheduled.
- VII. Results of the vote will be provided to the EC once tabulated and the vote shall be documented in the minutes of the subsequent regularly-scheduled Executive Committee Meeting.