

BYLAWS of the  
MAINE WATER/WASTEWATER AGENCY RESPONSE NETWORK (MEWARN)  
STEERING COMMITTEE

ARTICLE I ORGANIZATION

**Section 1: MEWARN Organization**

The name of the organization shall be the Maine Water/Wastewater Agency Response Network (abbreviated MEWARN). The organization shall consist of a mixed membership of water and wastewater utility organizations serving as voting members, and non-utility members, serving as associate, non-voting members serving as advisers.

**Section 2: MEWARN Purpose**

The purpose of the MEWARN is to provide assistance to other members when called upon for assistance. The membership understands that the assistance requested is voluntary and optional on the part of potential responding utilities. The MEWARN shall provide, develop, and endorse necessary and beneficial training for all WARN members.

**Section 3: General Steering Committee Organization**

The Steering Committee (hereinafter Committee) shall be composed of:

- No fewer than nine (9) and a number not to exceed thirteen (13) members representing utilities, and
- Up nine (9) non-voting members representing state and technical assistance provider organizations.

A list of voting and non-voting members shall be found in the MEWARN Mutual Aid Assistance Operational Plan.

**Section 4: Committee Purpose**

The purpose of the Committee shall be to provide organization, policy setting, communication and guidance in the structure, operation and promotion of the MEWARN. The Committee shall have the authority to develop, approve, sponsor, and endorse emergency preparedness training for all WARN members.

ARTICLE II MEMBERSHIP

**Section 1: Membership and Composition of the Committee**

The Committee shall be composed of the following:

**Voting Members:** No fewer than nine (9) and a number not to exceed thirteen (13) members consisting of utility staff, district trustee or elected official shall have voting

privileges to formalize the decisions of the Committee. Voting members from each utility may be the primary representative elected to the position, by written notification to the Chair, may designate an alternate member; and

Associate Members: Up to nine (9) state government agencies and technical assistance providers shall assist the MEWARN with advice, resources and coordination with regulatory agencies

Corporate Members: Corporate membership shall be open to those entities which are suppliers and/or manufacturers of products, equipment, or services used by water and/or wastewater utilities. Corporate Members shall pay fees as determined by the Steering Committee.

### **Section 2: Terms of Service on the Committee**

Members to the Committee shall serve for staggered terms of three (3) years. Terms shall begin on the 1<sup>st</sup> of January following the annual meeting. The initial terms for the committee shall be served as follows: four three-year terms, four two-year terms and four one-year terms to be appointed by the Committee.

### **Section 3: Officers of the Committee**

There shall be three (3) officers of the Committee: one (1) Chair, one (1) Vice Chair, and one (1) Secretary/Treasurer. The Chair shall preside at and conduct all meetings; the Vice Chair shall preside at and conduct meeting in the Chair's absence; the Secretary/Treasurer shall keep the minutes of the meeting and be responsible for the records and financial accounts of the Committee and MEWARN.

## ARTICLE III NOMINATIONS AND ELECTIONS

### **Section 1: Nominations to the Committee**

The Chair shall select a Nominating Committee for the purpose of recommending candidates to be voting members on the Committee. The Nominating Committee shall ensure geographical representation is given for selection of candidates. Nominations of utility representatives shall be submitted in writing to the Secretary not less than 45 days prior to the annual meeting.

### **Section 2: Election to the Committee**

Members shall be elected to the Committee by the member utility representatives of the MEWARN at the annual meeting. The original Committee membership, derived from the volunteer utility members who created the MEWARN and the Committee, shall cast votes for the first elected members to the Committee.

**Section 3: Election of Officers to the Committee**

At the annual meeting the voting members of the Committee shall elect their officers from the utility representatives to the Committee.

**Section 4: Vacancies**

In the event of a vacancy of a utility representative position on the Committee, the vacancy may be filled for the remainder of the term by election from the voting members of the Committee.

ARTICLE IV MEETINGS

**Section 1: Annual Meeting**

The MEWARN Annual Meeting shall be held each December at a specified date and location to be determined by the Committee.

**Section 2: Regular Meetings**

Regular meetings of the Committee shall be held at least quarterly and in a location to be determined by the Committee. The membership shall be notified not less than fourteen (14) days prior to a meeting.

**Section 3: Special Meetings**

Special meetings may be called by the Chair. Special meetings may be conducted by conference call and/or e-mail.

**Section 4: Quorum**

A majority of the elected voting members shall constitute a quorum of the Committee. In the absence of both the Chair and Vice Chair, the meeting may continue but no action requiring a vote shall be taken.

**Section 5: Committee Votes**

At all regular meetings, except for the election of officers, all votes shall be taken by a show of hands or by voice for conference calls.

**Section 6: Absence**

Any Committee member who shall have been absent and/or failed to participate in three (3) consecutive regularly scheduled meetings of the Steering Committee during a single administrative year shall automatically vacate the position as member and the vacancy shall be filled as provided by these bylaws; however, the Committee may excuse any

absence by an affirmative vote of a majority of the remaining Steering Committee members.

**Section 7: Meeting Proceedings**

Meeting proceedings should be conducted in accordance with the current edition of Roberts Rules of Order.

**Section 8: Waiver of Notice**

Any notice of meetings required to be given under these bylaws may be waived in writing signed by the person(s) entitled to such notice, whether before or after the time stated therein.

**ARTICLE V ORDER OF BUSINESS**

1. Roll Call
2. Reading and approval of the Minutes of the preceding meeting.
3. Reports of Committees
4. Reports of Officers
5. Old and Unfinished Business
6. New Business
7. Adjournment

**ARTICLE VI SUBCOMMITTEES**

**Section 1: Types of Subcommittees: Chair, Term, Members**

Subcommittees shall consist of standing, or permanent, committees and ad hoc committees appointed as necessary. The Committee Chair shall appoint the subcommittee chair(s) and its members. Anyone can serve on the subcommittee (either member or nonmember). Chairs of the subcommittees must be members of the Committee.

**ARTICLE VII DUES**

The Committee shall determine the need for dues from the MEWARN members and shall set the amount.

**ARTICLE VIII AMENDMENTS**

Amendments may be made at any meeting. Amendments shall be proposed at a meeting held at least thirty (30) days prior to a vote.

As amended and adopted at the December 8 2010 MEWARN Annual Meeting

**ARTICLE IX USE OF MEWARN LOGO**

Consistent and proper use of the MEWARN Logo and acronym will convey a specific image of mutual aid and utilities helping utilities. Use of the MEWARN logo shall only be used with the express written permission of the Steering Committee.