WEF Sunset Review Policy and Procedures

The duties of the Water Environment Federation's Board of Trustees include the responsibility to "create and dissolve WEF committees and councils and approve the appointment of committee chairs and vice chairs" (WEF Constitution and Bylaws, Article 9.6). This WEF Sunset Review Policy and Procedures statement provides the guidelines to be utilized by the Board to accomplish this responsibility.

Each standing, special or joint committee's charge and need for continuation shall be critically reviewed by the WEF Board of Trustees no less frequently than once every four years. No standing, special or joint committee shall be continued for more than four years without affirmative action by the Board.

Federation staff with responsibility for committee management shall select approximately one-quarter of committees each year for review. This selection shall occur on a regular schedule so that each committee receives a review no less frequently than once every four years. The Board, the Federation President, the Committee Leadership Council and committee chairs can request committee sunset review outside of the regular schedule.

The Immediate Past President of the Federation shall serve as Chair of the Sunset Review process. WEF staff shall send Committee Sunset Review Questionnaires to the Chair and the committee staff liaison of the selected committees. The returned questionnaires will be forwarded to the Immediate Past President who will distribute them to the working groups of the Board of Trustees according to which committees fall within the purview of each working group of the Board.

The working groups of the Board will meet in person or by teleconference to discuss the Committee Sunset Review questionnaires and develop recommendations regarding these committees. The recommendations from the working groups of the Board shall be returned to the Immediate Past President who shall prepare a consolidated Committee Sunset Review Report for consideration by the WEF Board of Trustees. The immediate Past President shall also forward the recommendations of the working groups of the Board to the chairs of the committees which are under review.

After the WEF Board of Trustees acts upon the recommendations of the Committee Sunset Review Report, the Immediate Past President shall send copies of the Board's actions to the reviewed committees and to the Committee Leadership Council.

Approved
WEF Board of Trustees
July 2007