

**Policies and Procedures
for the
Water Environment Federation (WEF) House of Delegates (HOD)**

Approved March 2023

1.0 Delegate Responsibilities and Expectations

1.1 Function of the Delegates

Acting on behalf of their member constituencies, Delegates serve as a primary conduit of information exchange between their Member Associations (MAs) and the Water Environment Federation (WEF). Delegates also serve to advise the Board of Trustees on matters of strategic direction and public policy development.

1.2 Membership in the HOD

Delegates are required to be members in good standing of WEF. Delegates at Large are to be nominated and confirmed in accordance with the WEF Bylaws and these Policies and Procedures.

The role of the WEF Delegate is critical to the success of WEF and the MA; therefore, persons chosen for the role of Delegate must be willing and able to devote the time, energy, and effort to participate and be engaged in HOD activities.

1.3 Duties

1.3.1 Delegates shall represent the interest of their respective MAs or member constituencies to WEF.

1.3.2 Delegates shall be WEF's direct liaison to the MA or member constituency represented.

1.2.2.1 Provide for timely two-way communication and transfer of information between the HOD and the MA or member constituency.

1.3.2.2 Work with the MA Board and WEF Staff liaison to bring forward issues of importance to the MA.

1.3.2.3 Participate in related professional activities, if applicable, of the specific member constituency for at-Large Delegates.

1.3.3. Delegates shall actively participate in meetings as related to their duties as Delegate.

1.3.3.1 Delegates shall prepare in advance for all meetings, participate actively, and work cooperatively with other Delegates to further the mission of WEF.

1.3.3.2 Attend WEFTEC annually and participate in the HOD Orientation and all meetings.

1.3.3.3 Participate in at least one WEFMAX meeting annually at a location and date convenient for the Delegate subject to the needs of the MA or member constituency.

1.3.3.4 Participate in MA Annual Conferences and Board meetings for WEF MA Delegates. Assist in coordinating the WEF representative's participation in the MA Annual Conference.

1.3.4 Delegates shall participate in one or more HOD Workgroup(s) and/or committees. Choices should be based on the qualifications or interests of the Delegate and/or the specific needs of the WEF MA or member constituency. Participation may include meeting(s) at WEFTEC, conference calls, email discussions, surveys, etc.

1.4 MA Representation in the HOD

1.4.1 Delegates shall be appointed or elected to the House by each MA in accordance with the HOD Policy and Procedures and the MA Bylaws. There shall be a minimum of one Delegate from each Member Association.

1.4.2 One additional Delegate shall be appointed or elected by each MA which has a total of 500 or more WEF members in good standing, determined as of September 1st of each year. A third Delegate shall be appointed or elected by each MA which has a total of 2,000 or more WEF members in good standing, determined as of September 1st of each year.

1.4.3 MA's shall retain Delegates as described in this Section provided the MA Constitution and/or Bylaws are in harmony with the WEF Bylaws. Any MA whose Constitution and/or Bylaws are not in harmony with the WEF Bylaws may be subject to losing its rights of House representation.

1.5 Delegates-at-Large

1.5.1 As the representational body of the federation it's important for the HOD to reflect the composition of WEF. As such, the selection of Delegates-at-Large presents an opportunity to address the need to increase the number of underrepresented demographic groups (e.g., age, profession, race, ethnicity, gender, etc.) in the HOD.

1.5.2 Each year, using the WEF DEI Scorecard and other reasonable means, the HOD Nominating Committee will determine which demographic groups are underrepresented in the HOD and encourage HOD members to invite peers and other WEF members from these groups to apply for Delegates-at-Large.

1.5.3 Four Delegates-at-Large shall be recommended by the HOD Nominating Committee and confirmed by the House each year.

1.5.4 Delegates-at-Large will be recommended and confirmed with staggered terms, to ensure that twelve Delegates-at-Large are included in the House.

1.5.5 A Delegate-at-Large may be allowed to succeed themselves to a subsequent three-year term if so recommended and confirmed.

1.6 Terms of Office

1.6.1 The Delegate term of office shall be for three years, which shall start at the subsequent annual meeting of the House following their election or appointment and continue until their successors qualify.

1.6.2 A Delegate representing a MA may be allowed to succeed themselves to subsequent three-year terms, if so elected or appointed by the MA.

1.6.3 An incoming Delegate shall qualify for office upon notification of appointment or election by the MA to the WEF Staff Liaison.

2.0 Background

2.1 Introduction

This document provides the framework of the policies and procedures for the WEF HOD relative to leadership roles and responsibilities, meetings, committee and work group structure, communication, and Delegate responsibilities.

2.2 Water Environment Federation

WEF is organized and operated as a not-for-profit organization under the U. S. Internal Revenue Service Code, 501(c)(3).

2.3 Board of Trustees

The Board of Trustees is the governing body of the Federation and holds legal authority and fiduciary responsibilities on behalf of the Federation and its membership. The Board is responsible for the supervision, control, and direction of the Federation under such rules as the Board may determine, subject to the specific conditions of the Bylaws.

2.4 House of Delegates

The HOD is the deliberative and representational body of the Federation. It advises the Board on matters of strategic direction and public policy development and has authority to elect and remove Trustees only to the extent provided for in the Bylaws.

2.5 Duties of the House of Delegates

- 2.5.1 Shall advise the Board on strategic direction and on policies and initiatives of the Federation through the Speaker of the House and Steering Committee.
- 2.5.2 Shall review the budget development process with the WEF Treasurer and finance staff to confirm consistency of the annual budget with WEF's Strategic Plan and other initiatives.
- 2.5.3 Shall confirm nominations from the WEF Nominating Committee of members to serve as Trustees on the Board.
- 2.5.5 May remove Trustees in the manner provided by WEF Bylaws.

2.6 Acronyms

The following is a list of acronyms used in this document:

| | |
|--------|------------------------------|
| BOT | Board of Trustees |
| CLC | Committee Leadership Council |
| HOD | House of Delegates |
| MA | Member Association |
| WEF | Water Environment Federation |
| WEFMAX | WEF MA eXchange |

3.0 House of Delegates Leadership

3.1 Speaker of the House

3.1.1 Qualifications

The Speaker of the House shall be a person having the rights and privileges of an Individual Member, has served at least 2 years as a Delegate, and has signified willingness to serve.

3.1.2 Nomination and Election

The Speaker of the House shall have been recommended by the HOD Nominating Committee, presented by the President to the HOD for confirmation by a majority vote of the HOD. Under normal circumstances, the Speaker of the House will have been selected, presented, and confirmed as Speaker-Elect after at least 2 years serving as a delegate before advancing to the Speaker position.

3.1.3 Term

The Speaker of the House shall serve a term of approximately one (1) year, which term shall start at the organizational meeting of the HOD following his/her election and continue until his/her successor qualifies.

3.1.4 Responsibilities

The Speaker of the House shall have general supervision of the affairs of the HOD.

The duties and responsibilities of the Speaker of the House shall include, but may not be limited to, serving as a member of the HOD Steering and WEFMAX Committees, organizing HOD standing committees (Nominating, Steering, WEFMAX, Outreach and Budget), establishing work groups as needed, creating agenda for all HOD meetings, serving as liaison to the BOT, attending the WEF Mid-Year Meeting, attending BOT meetings as required, and attending at least two (2) WEFMAX meetings.

3.2 Speaker-Elect

3.2.1 Qualifications

The Speaker-Elect of the House shall be a person having the rights and privileges of an Individual Member, shall be entering or completing at least two years serving as a Delegate and shall have signified willingness to serve.

3.2.2 Nomination and Election

Each year between May 1 and June 30, nominations for the Speaker-Elect will be received by the HOD Nominating Committee. The Speaker-Elect of the House shall have been selected by the HOD Nominating Committee, presented to the HOD and confirmed by a majority vote of the HOD.

3.2.3 Term

The Speaker-Elect of the House shall serve a term of approximately one (1) year, which term shall start at the organizational meeting of the HOD following his/her election and continue until his/her successor qualifies.

3.2.4 Responsibilities

The Speaker-Elect of the House shall assist the Speaker of the House in the performance of prescribed duties. These shall include, at a minimum, serving as a member of the HOD Steering Committee, HOD Nominating Committee, HOD Budget Committee, attending at least two

(2) WEFMAX meetings, the WEF Mid-Year Meeting and one (1) BOT meeting, and attending meetings when the Speaker is not able to attend. In the absence of the Speaker, the Speaker-Elect shall act. In addition, the Speaker-elect shall serve as the House liaison to the Committee Leadership Council.

3.3 Past Speaker of the House

3.3.1 Qualifications

This person is the immediate Past Speaker of the House of Delegates, and the purpose is to provide continuity for the organization.

3.3.2 Nomination and Election

This section is not applicable.

3.2.3 Term

The term of the Past Speaker shall be approximately one (1) year, whose term shall start at the organizational meeting of the HOD following his/her election and continue until his/her successor qualifies.

3.2.4 Responsibilities

The Past Speaker-of the House shall work in an advisory position to the Speaker of the House in the performance of prescribed duties. In addition, the past-speaker shall attend Steering Committee meetings, and will fill in for the Speaker and Speaker-Elect as-needed at House of Delegates meetings, WEFMAX and other events.

4.0 HOD Meetings and Working Sessions

4.1 Overview

Meetings are held throughout the year to offer the HOD members the opportunity to interact with each other and bring forth information, issues, and ideas to the HOD from the MAs and constituents. The HOD shall hold, as a minimum, the number of meetings in accordance with the WEF Bylaws. Meetings shall be conducted in accordance with the WEF Bylaws and have a presiding officer, a representative from WEF staff to take notes, and parliamentarian present. The information, issues, and ideas can then be brought to the Board of Trustees with the consensus of the HOD.

4.2 WEFTEC (suggested agenda, changes to be made as necessary based on HOD activities and BOT input)

4.2.1 Working Session

4.2.1.1 Attendance

4.2.1.2 WEF HOD Breakout Working Sessions

- 4.2.2 Business Meeting
 - 4.2.2.1 Attendance
 - 4.2.2.2 Call to Order
 - 4.2.2.3 Recap of HOD Year's Activities (Speaker of the House)
 - 4.2.2.4 Election and Confirmation of Nominees
 - 4.2.2.4.1 The Chairman of the WEF Nominating Committee will present the nominee for Vice President of the WEF to be elected.
 - 4.2.2.4.2 The WEF President will present the names for WEF BOT. Each BOT nominee will be confirmed separately.
 - 4.2.2.5 Confirmation of the Speaker
 - 4.2.2.6 Election of Speaker-Elect
 - 4.2.2.7 State of WEF (WEF President)
 - 4.2.2.8 Reports
 - 4.2.2.9 Action Items
 - 4.2.2.10 New Business
- 4.2.3 Organizational Meeting
 - 4.2.3.1 Attendance
 - 4.2.3.2 Call to Order
 - 4.2.3.3 Reports
 - 4.2.3.4 Vision for the Coming Year (WEF President)
 - 4.2.3.5 New Business
 - 4.2.3.6 Recommendations to WEF Board of Trustees

4.3 WEFMAX Working Session

In addition to the Business and Organizational Meetings held each year, the HOD will gather at WEFMAX meetings to receive updates concerning workgroup activities and other WEF matters; interact with other Delegates and WEF Staff; and entertain in discussion with those in attendance to get important feedback from Member Association Leaders. Work groups will use this time to obtain additional input as needed for their work.

4.4 HOD Orientation

The HOD Orientation is intended to be informational for the purpose of briefing the HOD on the activities of WEF, past WEFMAX meetings, and preparation for the upcoming WEFTEC meeting. It is not intended that any official action be taken during the orientation. As necessary, the orientation should accommodate Delegates in different time zones.

- 4.4.1 Orientation Items may include:
 - 4.4.1.1 Board of Trustees Update
 - 4.4.1.2 WEFMAX Meetings Summary
 - 4.4.1.3 Preparation for WEFTEC
 - 4.4.1.4 Discussion of Potential Workgroups

- 4.4.1.5 Nominations for WEF Vice President, BOT Nominees, Speaker-Elect and Committee Members
- 4.4.1.6 Sharing of Information

4.5 Special Meetings

- 4.5.1 A meeting in addition to those described herein may be called to conduct a specific item(s) of HOD business with a specific agenda. Specific items that are discussed in special meetings may be subsequently voted on via e-mail or other electronic methods.
- 4.5.2 A special meeting may be called by the HOD Speaker, HOD Speaker-elect, or by the combined effort of 12 Delegates from 7 different MAs.
- 4.5.3 A special meeting must be conducted in accordance with Section 3.1 of the HOD Policies and Procedures.
- 4.5.4 A special meeting requires full notice of the HOD not less than 20 calendar days prior to the date proposed. The specific agenda, including all supporting background documentation, shall be included with the special meeting notice.
- 4.5.5 All special meetings may consist of two (2) calls to accommodate time zones and various work schedules and may also include an on-site meeting location with teleconference capabilities.

4.6 HOD Meeting Guests

- 4.6.1 A guest attending a HOD meeting or assembly shall be someone who is not a member of the HOD as defined by the WEF Bylaws. A guest may attend a HOD meeting or assembly to observe or address the HOD in accordance with this section.
- 4.6.2 Guests are welcome to attend and may be called on from time to time by the Speaker, if requested by the guest, to offer input on an agenda item or a current topic on the floor during discussion.
- 4.6.3 If a guest would like to present a topic, that topic must be delivered in writing to the HOD Speaker at least 60 days prior to the meeting.
 - 4.6.3.1 The HOD Speaker shall respond to the request within 2 weeks of the notice.
 - 4.6.3.2 The guest topic will be included in HOD meeting agenda.

5.0 HOD Committee and Work Group Structure

5.1 Selection

Each year between May 1 and June 30, nominations may be submitted to the Nominating Committee for all Standing Committees. All nominees shall be

persons having the rights and privileges of a Delegate of the HOD at the time of consideration and shall have signified willingness to serve.

5.2 Term

The members of each Standing Committee shall serve a term of approximately one (1) year, whose term shall start at the organizational meeting of the HOD following their selection and continue until their successor qualifies.

5.3 HOD Nominating Committee

5.3.1 Members

The Nominating Committee shall consist of a total of seven (7) individuals chosen from the HOD. The voting committee members shall include the current Speaker-Elect of the House and six (6) Delegates chosen from the HOD based on qualifications and interests in such a manner as to maintain diverse representation of the HOD based on geography and size of MAs being represented. The current Speaker of the HOD shall serve as an advisor to the Nominating Committee. Its chairperson shall be elected from the Nominating Committee members.

5.3.2 Duties

Nominations for Speaker-Elect for the following year shall be received and considered by the HOD Nominating Committee. Nominations shall also be received for Speaker of the House if advancement to this office is not automatic, or if the Speaker of the House or if the Speaker-Elect is unable to complete the appointed term. The Committee, through its Chair, shall report to the Speaker of the House, WEF's Executive Director and WEF's President-Elect its recommendation for the position of Speaker.

The HOD Nominating Committee shall also receive nominations for the following year for the following HOD Committees:

- Delegates at Large (4 positions, 3-year terms)
- HOD Nominating Committee (6 delegates)
- HOD Budget Committee (6 delegates)
- HOD WEFMAX Committee (5 delegates)
- HOD Diversity, Equity, and Inclusion Committee (6 delegates)

The HOD Nominating Committee, at the Speaker's direction, shall also assist with the appointments of the following positions to WEF Committees:

- BOT Audit Committee (2 representatives, staggered 2-year terms)
- BOT Nominating Committee (2 representatives, staggered 2-year terms)

- BOT Bylaws Committee (2 representatives, staggered 2-year terms)
- Any other standing committees or elected officers established by the BOT or HOD.

To allow for committee continuity and staggered terms, HOD appointments to WEF Committees may include current and/or past members of the HOD.

The HOD Nominating Committee shall receive nominations as described herein and convene as necessary to evaluate nominations and prepare its recommendations for each committee position and the Speaker-Elect. The recommendations will be presented to the HOD prior to WEFTEC in order that all positions may be confirmed at WEFTEC.

5.4 Steering Committee

5.4.1 Members

The Steering Committee shall consist of up to a total of twelve (12) Delegates from the HOD. The committee members shall include the Speaker of the House (serving as Chairperson), Speaker-Elect, Immediate Past Speaker, Chairs/ Co-Chairs of each HOD Workgroup, Chairs/ Co-Chairs of each HOD Committee, and Chairs/ Co-Chairs of any task forces or ad-hoc Committees.

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5.4.2 Duties

The duties of the HOD are to be the deliberative and representational body of the Federation, and to advise the BOT on issues of strategic direction and public policy development. The HOD Steering Committee shall serve as the leadership council of the HOD. This group shall review and prioritize information received from committees and work groups, develop and summarize the information, and provide advice and direction to the Speaker of the House and the HOD.

Steering Committee members shall provide regular updates on the activities and interests of the respective committees or workgroups they represent. In addition, Steering Committee members shall provide short (half-page), written quarterly reports summarizing the progress of their committees or workgroups (or task forces/ ad-hoc committees when applicable) listing any requests for support, if needed, for inclusion in the quarterly HOD reports submitted to the WEF Board of Trustees by the Speaker and Speaker-Elect.

5.5 Budget Committee

5.5.1 Members

The Budget Committee consists of a total of seven (7) individuals chosen from the HOD. The committee members shall include the Speaker-Elect and six (6) Delegates chosen from the HOD, based on qualifications and interests in such a manner as to maintain diverse representation of the HOD based on geography and size of MAs being represented. Its Chairperson shall be elected from the Budget Committee. The Chair of the Budget Committee is recommended to have previously served on the committee.

5.5.2 Duties

The Budget Committee shall review the budget development process with the WEF Treasurer and finance staff to confirm consistency of the annual budget with WEF's Strategic Plan and other initiatives; and provide advice and direction to the Speaker of the House and the HOD.

5.6 WEFMAX Committee

5.6.1 Members

The WEFMAX Committee shall consist of a total of seven (7) individuals chosen from the HOD. The committee members shall include the current Speaker and Speaker-Elect of the House and five (5) Delegates chosen from the HOD based on qualifications and interests in such a manner as to maintain diverse representation of the HOD based on geography and size of MAs being represented. Its chairperson shall be elected from the WEFMAX Committee members.

5.6.2 Duties

The WEFMAX Committee shall plan at least three years beyond the current year to identify MAs to host WEFMAX meetings in distributed geographic locations each year. The WEFMAX Committee shall consider schedules, format, and content of WEFMAX meetings. The Committee shall update and maintain host meeting guidelines, and the Host Agreement based on WEFMAX meeting needs and locations.

5.7 Diversity, Equity, and Inclusion (D, E, & I) Committee

5.7.1 Members

The Diversity, Equity, and Inclusion (D, E, & I) Committee shall consist of a total of six (6) individuals chosen from the HOD. The committee members shall include the Speaker-elect, and five (5) Delegates chosen from the HOD, based on qualifications and interests in D, E, & I activities. Delegate selection shall

seek to maintain diverse representation of the HOD based on geography and size of MAs being represented. The Chair shall be elected from the committee members, and ideally will have served on the D, E, & I Committee previously.

5.7.2 Duties

The HOD D, E, & I Committee shall assist MAs in developing, implementing, and sustaining D, E, & I programs by providing guidance on WEF's D, E, & I programs, timely communications, and resource materials for MAs to establish WEF as a fully diverse, equitable, and inclusive water organization. Through national and local WEF leadership, the goal of these efforts is to create a more diverse, equitable, and inclusive water workforce. The HOD D, E, & I Committee will work with MAs to develop or improve existing D, E, & I programs such as InFLOW through the development and maintenance of a database of resources, guidance documentation, and toolkits. The duties of the committee include:

- Prepare and maintain D, E, & I Toolkit to assist MAs in developing D, E, & I programs.
- Provide WEF D, E, & I messaging information to MA leadership regarding policies and practices that create diverse and inclusive environments, so all members feel welcomed, valued, and respected.
- Provide guidance to MA leadership in developing programs such as InFLOW, creating opportunities that encourage engagement of students and young professionals in MA events and membership in WEF.
- Provide guidance for MAs to create programs that foster a sense of belonging among all members of the water sector and workforce by encouraging a more diverse, equitable, and inclusive water workforce for all water professions.
- Develop social media guidance for developing water career commercials targeted towards underrepresented and underserved populations to create interest and provide information about water profession careers.
- Maintain resources and data on MA D, E, & I programs, serving as a clearinghouse for D, E, & I information.
- Conduct a survey of MAs on a periodic basis as deemed necessary to assess progress of D, E, & I activities and impacts on WEF membership and the water sector workforce.
- Identify and promote awards to recognize MA and WEF members for programs that promote justice, impartiality and fairness within procedures, organizational processes, design process, and distribution of resources.
- The committee shall coordinate with the WEF Board of Trustees D, E, & I Subgroup and any future WEF D, E, & I focused efforts.
- The committee shall provide support and guidance as needed to WEF and MAs on any D, E, & I issues as they arise.

5.8 Work Groups

The HOD will form Work Groups with specific tasks assigned by the Speaker of the House to support the strategic plan and critical objectives of WEF. Work Groups are not intended to be standing committees but shall be comprised of Delegate volunteers and/or appointed WEF members to assist the HOD with assessing and disseminating information to the Delegates for consideration of a specific matter of interest to the HOD. This may be a matter of strategic planning and coordination with the WEF BOT. The Speaker shall provide general guidance for the work groups. A facilitator and charter will be established for the work group to perform the duties to which they have been assigned.

6.0 Policy Change and Conflict Resolution

6.1 Rules

The HOD meetings shall be conducted according to the latest edition of "Robert's Rules of Order Revised," subject first to the provisions of the WEF Bylaws. Except as otherwise provided in the WEF Bylaws, the HOD Policies and Procedures Manual, or Robert's Rules, all questions before the HOD committee meeting shall be decided by a majority vote of a quorum of the respective body. No member shall have more than one vote, except as provided in this HOD Policies and Procedures Manual or in the WEF Bylaws.

6.2 Amendments

6.2.1 Initiation

6.2.1.1 The HOD members may amend this Policies and Procedures Manual in any manner consistent with this document and the WEF Bylaws at any meeting of the HOD.

6.2.1.2 Amendments shall be proposed to the HOD. Such proposed amendments shall be considered, provided that copies of such proposed amendments have been provided to each member of the HOD, Speaker, and Speaker-Elect of the House.

6.2.2 Adoption

6.2.2.1 Amendments to this Policies and Procedures Manual may be approved by the HOD at a WEFTEC meeting or in any other manner expressly authorized by the WEF Bylaws and by the HOD Policies and Procedures.

6.2.2.2 The Speaker of the House shall advise the members of the BOT and Executive Director of the HOD's action in regard to the proposed amendments voted upon.

6.2.2.3 Copies of such proposed amendments should be mailed or provided electronically to each HOD Member at least 45 days prior to voting.

6.2.2.4 When amendments to the Policy and Procedures Manual have been approved by the HOD they shall take effect immediately, and the revised Policy and Procedures Manual shall be published on the WEF website.

6.3 Nomination and Election of Positions

- 6.3.1 The Executive Director, or their designee shall promptly transmit the report of the WEF Nominating Committee to the HOD. The HOD shall confirm the Trustees at its final meeting of the year. Nominations may be made from the floor by the Delegates present. If more than one name is placed in nomination for an office, voting shall be by ballot and the nominee receiving a majority of the votes cast shall be declared elected. Should any nominee for office not receive a majority of the votes cast for that office, the names of the two nominees receiving the greatest number of votes shall be resubmitted immediately to the eligible voters for consideration.
- 6.3.2 The House shall confirm the four (4) Delegates- at- Large nominations at its final meeting of the year. Nominations may be made from the floor by the Delegates present. If more than one name is placed in nomination for a position, voting shall be by ballot and the nominee receiving a majority of the votes cast shall be declared elected. Should any nominee for a position not receive a majority of the votes cast for that position, the names of the two nominees receiving the greatest number of votes shall be resubmitted immediately to the eligible voters for consideration.
- 6.3.3 The Chair of the HOD Nominating Committee shall transmit a report to the HOD with recommendations for Speaker, Speaker-Elect, Delegates-at- Large, and standing HOD and BOT committee members for the upcoming year. The HOD shall elect the positions at its final meeting of the year. Nominations may also be made from the floor by the Delegates present. If more than one name is placed in nomination for a position, voting shall be by ballot and the nominee receiving a majority of the votes cast shall be declared elected. Should any nominee for a position not receive a majority of the votes cast for that position, the names of the two nominees receiving the greatest number of votes shall be resubmitted immediately to the eligible voters for consideration. If there are more nominees for a standing committee than allowed for in by these policies and procedures, a vote will be taken and the top votes for number of members of the committee per these policies will be selected.

7.0 Internal/External Communication

7.1 Purpose and Function

Members of the HOD shall provide and receive timely and effective communications to foster an understanding of WEF and to allow for optimal decision making at the WEF and MA level. A sound train of communication is essential in reviewing, augmenting, and developing recommendations to WEF's Strategic Plan.

7.2 Roles and Responsibilities

When serving as a member of the HOD, it is each member's responsibility to understand and encourage the use of available communication tools provided in this policy.

7.2.1 Orientation

During the annual HOD orientation, members will be oriented on the resources available to Delegates. Information may include:

7.2.1.1 How to find information

The HOD, with support from staff, will prepare and maintain contact information for staff, HOD members, BOT members, and CLC chairs.

7.2.1.2 How to share information

Available information will be discussed at orientation including that described in 6.2.1.1, a copy of current WEF Bylaws, a copy of the current Strategic Plan, a copy of the HOD policies and procedures, and other resources (e.g., how to use the WEF web site and WEFCOM).

7.2.1.3 When to share information

7.2.1.3.1 Confidential Information

At times, information may be qualified as confidential. That information should be shared on an "as need to know" basis.

7.2.1.3.2 Outreach

Most information will be available to share as an outreach or extension of a group's efforts.

7.2.1.4 Whom to share information with at the MA and WEF level

Delegates are to share information at the WEF and MA level to include Delegate's reports at MA Executive Committee meetings, use of publications, email networking, links to MA web sites and other methods.

7.3 Available Resources

7.3.1 Guideline Summary of Communication Paths (Communication Models)

7.3.1.1 HOD to BOT

General liaison with the BOT will be provided through the Speaker and the Speaker-Elect. Special work groups and HOD Committees may also have interface with BOT members as needed. Additional communications may be in the form of *Board Briefs* and BOT updates at WEFTEC HOD meetings.

7.3.1.2 HOD to WEF Staff

A staff liaison will be assigned to attend HOD Steering Committee meetings.

7.3.1.3 HOD to MAs (including members)

As described in 7.2.1.4, mechanisms to share information should be used by Delegates to ensure effective communications.

7.3.2 WEFCOM

WEFCOM is an online community hosted by WEF to serve as a virtual workspace, empowering WEF members to network and collaborate in an online environment. WEFCOM should be used as the primary communications pathway for committees/workgroups and the HOD in general, in lieu of email chains. WEFCOM can also serve as a library for posting meeting agendas, minutes, and work products.

7.3.3 The WEFMAX meetings incorporate a HOD meeting. This time can be used to communicate the activities of WEF, as a place to obtain additional input for work groups, a place for Delegates to share ideas and concerns.

7.3.4 Staff Liaison

A WEF staff liaison will make available the following information for Delegate use. The information will be updated as needed, with a minimum of an annual basis.

- A list of Delegates, their contact information, the HOD Committees and Workgroups on which they participate
- A list of Trustees and their contact information;
- A list of Committee Chairs, Vice-Chairs, and WEF staff committee liaisons are available on www.wef.org;
- A list of key WEF staff, their contact information, and a WEF organizational chart;
- A current copy of WEF's Strategic Direction;
- HOD Website Updates and Link Distribution; and
- WEFCOM updates and training webinars on an as-needed basis.

7.3.5 Committee/Work Group Updates

The HOD will produce updates of key HOD Committee and Work Group activities. The updates will be distributed to all Delegates via WEFCOM and be available for BOT and CLC chairs.

7.4 Communication Procedure

The House and its members may bring ideas and recommendations to the Board of Trustees for consideration.

7.4.1. Ideas and recommendations require Board approval if they require:

- An increase of financial or staff resources
- A change in WEF policy
- A change in the WEF Bylaws

7.4.2. Recommendations to the Board must be submitted by the Speaker of the House to the WEF President and the WEF Executive Director. Recommendations must be specific and concise, defining the specific action the House requests of the Board. The recommendation must be in the format as specified by the BOT and include the following at a minimum:

- Specific action the House is requesting
- Background
- Beneficiaries of the action
- Long-term plan/expectations for the action
- Budget impact
- Staff resources impact

7.4.3. The House can bring recommendations to the Board of Trustees at any Board meeting. The Board holds four to five meetings each year and meets monthly by conference call. Recommendations must be received by the deadline as set by WEF staff, in advance of the meeting.

7.4.4 Communications or surveys that reach out beyond the House of Delegates must be reviewed and approved by WEF staff prior to being sent.

8.0 Voting

- 8.1 Each member of the HOD has one vote.
- 8.2 A HOD member, or if the HOD member fails to do so, the respective Member Association President, may assign his or her vote to another eligible WEF member, by proxy, to act for the HOD member if he or she is unable to attend a HOD meeting in person. Such proxies shall be designated in writing by the absentee HOD member prior to the meeting being called to order. All such proxies shall be counted in determining a quorum. A HOD member shall not be able to hold a vote and a proxy vote concurrently.
- 8.3 Electronic voting will be allowed via e-mail, survey, or other electronic voting tool.
 - 8.3.1 Prior to electronic voting, the topic shall be presented to the HOD and discussion shall be held in accordance with Section 4.5, Special Meetings.
 - 8.3.2 Once the special meeting has concluded, the presiding officer shall send a notice to all members of the HOD including the following:
 - 8.3.2.1 The date and summary of discussion of the conference calls.
 - 8.3.2.2 A request for an email vote.
 - 8.3.2.3 The name of the Delegate who moved the motion.
 - 8.3.2.4 The name of the Delegate who seconded the motion.
 - 8.3.2.5 The date and time by which the email vote must be received.
The voting deadline shall be no less than 5 business days after the email is sent.
 - 8.3.2.6 The date the motion will become effective if the motion passes.
The effective date will be at least five days after the email vote ends.
 - 8.3.3 Each Delegate's vote must clearly identify their full name, their WEF membership number, and attest that they are submitting the vote .
 - 8.3.4 Those HOD members failing to return the e-mail vote prior to the voting deadline will be recorded as absent.
 - 8.3.5 After the vote, a notice will be sent to all HOD members with the result of the vote and the effective date of the action, if the motion passed.

8.4 Changes to WEF Bylaws

- 8.4.4 Proposed Amendments to WEF Bylaws shall be presented by the BOT via the WEF Bylaws Committee and may be approved by a vote of the HOD at a WEFTEC meeting or in any other manner expressly authorized by the WEF Bylaws and by the HOD Policies and Procedures.
- 8.4.5 The WEF BOT via the Bylaws Committee shall advise the Speaker, Speaker-Elect and each Delegate of the proposed action in regard to the amended bylaws and the rationale for the proposed changes.
- 8.4.6 WEF staff shall make copies of such proposed amendments available to the general membership, Membership Associations, and each Member of the HOD at least 90 days prior to the scheduled vote.
- 8.4.7 When amendments to the WEF Bylaws have been approved by the HOD they shall take effect immediately, and the revised Bylaws shall be made available to the WEF Membership by WEF staff.