

Sunset Review Policy

| | |
|---------------------------|----------------------------------|
| Policy Name | WEF Sunset Review Policy |
| Policy Category | Governance |
| Policy Number | 2007-010 |
| Policy and Revision Dates | July 2007; July 2010; April 2017 |
| Requirements | No legal requirements |
| Review Cycle | 4 years |

A. General Policy Statement

The duties of the Water Environment Federation’s Board of Trustees include the responsibility to “create and dissolve WEF committees, Communities of Practice (COPs), and councils and approve the appointment of the Committee Leadership Council (CLC) Chair and Vice-Chair” (WEF Constitution and Bylaws, Article 3.5.6). This WEF Sunset Review Policy and Procedures statement provides the guidelines to be used by the Board and the CLC to accomplish this responsibility.

B. WEF Sunset Review Procedures

- Each standing, special or joint committee’s charge and need for continuation shall be critically reviewed by the WEF CLC 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.
- WEF 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 WEF President, the CLC and committee chairs can request committee sunset review outside of the regular schedule.
- The CLC Chair will lead a review of input from committee chairs, staff liaisons and the CLC Steering Subcommittee.
- WEF staff will distribute Committee Sunset Review Questionnaires to the Committee Chair and the committee staff liaison of the selected committees, along with the review timeline.

- The completed questionnaires will be compiled and provided to the CLC Steering Subcommittee, for review and comment.
- The CLC Steering Subcommittee will provide input to the CLC Chair.
- The CLC Chair, with support from the WEF committee staff, will prepare a consolidated Committee Sunset Review Report and recommendations for consideration by the Board.
- Following action by the Board the committee staff will notify the committee chairs and staff liaisons of the Board's action.