

## Sunset and Committee Review Guidelines

Name	WEF Sunset and Committee Review Guidelines
Category	Governance
Origination and Review Dates	July 2007; July 2010; April 2017, July 2021
Requirements	Not required to comply with federal or state statutes
Review Cycle	As needed, minimum 4 years
Legal Review Required	No
Note	<u>Board reference only; guideline maintained by staff/CLC</u>

As specified in WEF Bylaws, the duties of the Water Environment Federation’s Board of Trustees (Board) include the responsibility to create and dissolve WEF committees, task forces, and standing Programs and to approve the appointment of the Committee Leadership Council (CLC) Chair and Vice-Chair. These guidelines are to be used by staff, the Board and the CLC Steering Committee to accomplish this responsibility.

### A. WEF Sunset and Committee Review Procedures

- Each standing or special committee’s charge and need for continuation shall be critically reviewed by the WEF CLC Steering Committee no less frequently than once every four years. No standing or special committee shall be continued for more than four years without affirmative action by the CLC Steering Committee.
- 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 Steering Committee and committee chairs can request committee sunset review outside of the regular schedule.
- The CLC Chair, based on input from the CLC Steering Committee, will decide whether to require each committee scheduled for review to continue the committee without modifications, with modifications, or to perform a detailed sunset review.

- If a detailed sunset review is required, the CLC Chair will lead a review of input from committee chairs, committee staff managers and the CLC Steering Committee.
- The CLC Chair, with support from the CLC staff manager, will prepare a consolidated Committee Sunset Review Report with recommendations for consideration by the Board.
- Following action by the Board, the CLC staff manager will notify the committee chairs and committee staff managers of the Board's action.