

**APPENDIX A  
PENNSYLVANIA SECTION DISTRICTS  
ORGANIZATION AND OPERATING GUIDELINES**

**Section 1. Governing Body**

The governing body of each District shall be a Board of Officers consisting of a Chair, Chair-Elect, Secretary-Treasurer and a District Trustee hereinafter called "District Board". The Executive Director and any Officer of the Section shall be an ex-officio, non-voting member of the District Board. All members of the District Board, except ex-officio members, shall be entitled to one vote.

**Section 2. District Meetings**

- 2.1** District meetings may be held at the discretion of the District Board. As a minimum, one meeting will be held in the fall of the year and one meeting will be held in the winter or spring of the year. No meeting should be held thirty (30) days prior to, or following, the Annual Section Conference. Conflicts in meeting dates between Districts shall be avoided.
- 2.2** Tentative meeting dates for the succeeding year shall be selected prior to the fall meeting of the Section Board. At this Board meeting, District Trustees shall review the tentative dates and resolve any conflicts.
- 2.3** The Executive Director shall assist the Districts with the mailing of District meeting notices and authorize payment of only the reasonable cost of printing and mailing upon verification that the District does not have sufficient funds and upon receipt of invoices approved by the District Chair and District Secretary-Treasurer. The Executive Director will NOT pay other costs incurred in the conduct of the District business unless specifically authorized by the Section Board.

**Section 3. Officers**

The Officers of the District shall consist of the Chair, Chair-Elect, Secretary-Treasurer and a District Trustee each of whom shall be a member of the Section in good standing.

**Section 4. Terms of Office**

The term of office of each officer, with the exception of the District Trustee, shall be one year or until his/her successor shall be elected and take office. The term of office shall begin immediately following the district meeting at which election of officers is held. The District Trustee's term of office shall be for a period of two (2) years and shall begin at such time as designated by the Section Board so as to stagger the terms of the respective District Trustees among the various Districts. No officer shall serve two consecutive terms of office in the same position, except for the Secretary-Treasurer.

All vacancies in District Board position shall be filled by the Board with persons having the eligibility required to hold office in the District.

Removal of a Board member for failing to perform or improperly performing any of the duties of the office shall be carried out in the same manner as required for a Board member of the Section Board.

**Section 5. Eligibility**

All officers of the District Board shall be members of the Association and the District in good standing whose primary membership shall be in the Pennsylvania Section. The District Trustee shall have the additional requirement of having previously served as Chair of the District for which he/she is elected to represent.

**Section 6. Nominations**

At least six (6) months prior to the Section's Annual Business Meeting, the District Chair shall appoint a Nominating Committee consisting of the most recent Past-Chair, the Chair-Elect, and a Member-at-large to select candidates for the District offices. The Member-at-large shall not be a current member of the District Board. The Chair-Elect shall serve as Chair of the Nominating Committee. All committee members shall currently be members of the Section in good standing.

Every two (2) years, at least six (6) months prior to the Section's Annual Business Meeting, the Chair shall appoint a Nominating Committee to select a candidate for District Trustee. This Nominating Committee shall consist of the current District Trustee, a past District Chair and one Member-at-large. The current District Trustee shall serve as Chair of the Nominating Committee.

As part of the nominating process, and at the District meeting prior to the meeting at which elections will be held, an announcement shall be made of the positions to be filled, the eligibility requirements of the positions, the names of the nominating committee members, and soliciting names of people interested in being considered for the positions. The nominating committee is encouraged to nominate two or more candidates for each vacancy, unless, in the case of the Secretary-Treasurer, the committee believes it would be in the best interest of the District to have the current Secretary-Treasurer succeed himself/herself.

The meeting announcement for the meeting at which elections are to be held shall contain the names and vitae of the candidates for each position selected by the nominating committee(s). The Nominating Committee(s) shall report the name(s) of one or more candidates for each office to be filled at the meeting at which elections are to be held prior to the election. Additional nominations may be made from the floor of the meeting.

## **Section 7. Elections**

Election of Officers shall take place at the District's Annual Business Meeting which shall be held at least thirty (30) days prior to the Section's Annual Business Meeting. The method of election shall be determined by the District Board. Results of elections shall be transmitted to the Section Chair at least twenty (20) days prior to the Section's Annual Business Meeting.

## **Section 8. Duties and Responsibilities of Officers**

**8.1** The Chair shall have the following duties:

- (a) Preside at District meetings, conducting them according to Robert's Rules of Order for Parliamentary Procedure.
- (b) Appoint District action committees such as Membership, Advancement, and Education as he/she determines will benefit the District and the Section.
- (c) Appoint a presiding officer at any meeting at which neither he/she nor the Chair-Elect can attend.
- (d) In the event of a vacancy in the office of the Secretary-Treasurer, perform in conjunction with the Chair-Elect the duties of the Secretary-Treasurer until a new Secretary-Treasurer is elected at the next meeting of the district.
- (e) Appoint a Nominating Committee for the election of District Officers six (6) months prior to the Section's Annual Business Meeting.
- (f) Appoint a Nominating Committee for the District Trustee every two (2) years and six (6) months prior to the Section's Annual Meeting.
- (g) Represent the District at Section Board meetings if the District Trustee is unavailable to attend.

**8.2** Chair-Elect shall have the following duties:

- (a) Preside at district meetings in the absence of the Chair and assume the duties and responsibilities of the Chair at other times when the Chair is unable to conduct the business of the District.
- (b) Assist the Section Chair-Elect in identifying competent persons to serve on the Section committees to be selected by the Section Chair-Elect prior to his succession to the position as Chair of the Section.
- (c) Be responsible for selecting a site and arranging programs and local hosts for District meetings for the following year.

- (d) In the event of a vacancy in the office of the Secretary-Treasurer, assist the Chair in performing the duties of the Secretary-Treasurer until a new Secretary-Treasurer is elected at the next meeting of the district.
- (e) Serve on the Nominating Committee for District Officers.

**8.3** The duties of the Secretary-Treasurer shall be as follows:

- (a) Maintain District membership and meeting attendance records.
- (b) Maintain minutes and records of business meetings and report same to Section Secretary.
- (c) Be responsible for notices of meetings to members.
- (d) Assist local host for district meetings.
- (e) Be responsible for advising Section Chair of deaths of members of the District, along with the names and addresses of persons to whom the Section Chair is to send letters of condolence.
- (f) Maintain financial records of the District and report to the Section Treasurer at least thirty (30) days prior to any Section Board meeting or within ten (10) days of a request for same.

**Section 9. Policies**

- 9.1** In accordance with rules of the American Water Works Association on the use of membership rolls for other than Association business, it is the policy of the Pennsylvania Section that lists of members of the Section and Districts are to be used only by the Officers of the Section or Districts, and for official Pennsylvania Section or District business only.
- 9.2** Any contemplated District awards or citations shall be submitted to and have approval of the Board of the Pennsylvania Section before such awards or citations are bestowed.
- 9.3** Districts shall maintain a treasury only for the purpose of expediting the payment of postage, printing and incidental costs associated with District meetings. Each District shall operate its finances to keep the balance in the treasury less than that needed to pay the expenses identified herein above for one year.
- 9.4** The Section Board and the affairs of the Section are best served normally by persons who have served District organizations and who have accepted and faithfully discharged responsibility for District operation. For this reason, the Nominating Committee should be selective in the choice of candidates for District Offices.