

**APPENDIX D  
PENNSYLVANIA SECTION  
EDUCATIONAL/TECHNOLOGY COUNCIL  
ORGANIZATION AND OPERATING GUIDELINES**

**Section 1. Establishment and Purpose**

There is established within the Section an Educational/Technology Council which shall be responsible for the following activities:

1. Assist and advise Section staff in developing guidelines, structure and marketing of Section educational programs other than the Annual Conference.
2. Coordinate the Section training activities with those of other professional organizations and regulatory agencies, including the Pennsylvania Department of Environmental Protection (PADEP).
3. Work with the Executive Director, other committees and District Officers to coordinate workshops utilizing members as instructors.
4. Develop relationships with instructors outside the Section to bring worthwhile training events to the membership.

**Section 2. Membership**

The Council shall be comprised of fifteen (15) members including: the Chair, the Executive Director; three Trustees from the Districts Committee Chairs of the Distribution, Management and Finance, Security, Small Systems, Water Technology, Water Resources and Young Professionals committees; representative of PADEP and Two (2) at-large members.

Members of the Council shall be selected by the Section Chair prior to the Board meeting held at the annual Conference. This Council shall include only members who are in good standing.

**Section 3. Terms of Office Members**

Terms of membership on the Council for defined positions shall correspond with the terms of service in those positions. The term of office for at-large positions shall be three years with the possibility of reappointment for one additional term (six years total). After an absence of one year, the person may be renamed to serve on the Council.

**Section 4. Officers**

The officers of the Educational/Technology Council shall be a Chair, Vice-Chair, and Secretary. A member shall have served at least one (1) year on the Council before becoming eligible to be Chair. Officers shall be elected by members of the Council and shall serve a two-year term or until such time as their term as a member of the Council expires, whichever is less. They shall not be eligible to succeed themselves unless they have served less than a full two-year term. Officers shall be elected every second year at the Section's Annual Conference. The terms of the newly appointed/elected members and officers shall begin, and those of their predecessors shall end, at the conclusion of the Section's Annual Meeting.

If an officer is unable to fulfill his/her term of office, the Council shall elect a replacement at the earliest convenient time.

The Council Chair shall represent the Council on the Section Board and shall serve in that capacity during his/her term as Council Chair. The Chair will be responsible for attending each meeting of the Section Board. If he/she is unable to attend, the Vice-Chair shall serve in his/her place.

**Section 5. Amendments to Operating Guidelines**

Amendments to these Operating Guidelines must be approved by the Council and the Section Board.

Proposed amendments shall be circulated to the Council at least one (1) full month before the meeting at which a vote is to be taken.

These Operating Guidelines may be amended by a two-thirds vote of all Council members present and voting at a Council meeting. They shall not be subject to amendment by letter ballot.

After approval by the Council, the Council secretary shall forward the proposed amendments to the Section Board for review and approval prior to becoming effective. A vote of the general membership shall not be required.