

**ADMINISTRATIVE GUIDELINES
MISSOURI SECTION
AMERICAN WATER WORKS ASSOCIATION**

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INTRODUCTION

1. PURPOSE:

To those members of the Missouri Section (MO-AWWA or the Section) who are serving as committee members, Committee Chair, Trustee or other office, these guidelines will serve as a guide to the effective performance of their duties.

These guidelines include a list of Section officers, committees and members thereof, and an organization chart of the Section. Additionally, guidelines are included for the general conduct of Section affairs, and other items relevant to the function of the Section - all arranged for ready reference and ease of updating. The content is in conformance with the Section guidelines as promulgated by the American Water Works Association (AWWA or the Association); and borrows heavily from that document and previous work contributed by members of the Missouri Section, and work products contributed to us by the Florida, Chesapeake, Michigan and Texas Sections of AWWA, to all of whom we are indebted.

2. REVISIONS & DISTRIBUTIONS:

Corrections, amendments, updating of the guidelines are to be performed by the By-Laws Committee. Copies of the guidelines will be distributed to all Officers and Committee Chairs. Revisions may be issued on a section by section basis. The latest revision date to any portion of the guidelines is as indicated on the Cover page and Table of Contents pages. The latest revision to any portion of a major division of the guidelines (i.e. 1.0, 2.0, etc.) is as indicated on the first page of the division.

COMMITTEES

1. STRUCTURE:

Committees may be formed by action of the Section in business sessions or, when necessary, the Chair may appoint committees to meet the needs of the Section.

The Section Chair appoints the Committee Chair (unless otherwise provided for herein) and the members thereof. The Chair may, at their discretion, rely upon the Committee Chair to select the members of their committees, subject to confirmation. Variations from the above general procedure are as indicated in the individual committee narratives listed hereinafter.

A prerequisite for service as Committee Chair or committee member is to be a member of good standing of the Missouri Section, American Water Works Association, and as such, is privileged to vote on the committee matters. Non-members of AWWA may be selected to serve on the committee as "consultants" due to their special and unique knowledge of that aspect of the Association's goals, however, without voting rights.

Acceptance of a committee appointment presumes willingness by the appointee to contribute time, effort and knowledge to advance the objectives of the committee and attain its goals.

Additional qualifications for the separate committees are as indicated in the committee narratives.

2. TERM OF SERVICE:

Committee Chair and members thereof, serve at the pleasure of the Section Chair, usually for a term of one year unless otherwise indicated herein. Appointments are made following the arrival of the new Section Chair and run with that term. Loss of membership, for any reason, is cause for automatic termination of service unless otherwise indicated by the Section Chair. Exceptions to the general term of office occur in the Nominating, Fuller Award, Budget and Program committees and may occur in other committees and are so referenced in the committee descriptions.

3. MEETINGS & REPORTS:

Committee meetings are held as deemed necessary and called by the committee chair. The number of meetings will vary with the purpose and function of the committee.

Reports of the activities and accomplishments of the committee are by the committee chair to the officers at the annual business meeting. A written copy of the report is to be submitted to the Section Manager for inclusion in the minutes of the meeting. Such other copies of the committee activities for each officer are desirable and for use by the succeeding committee chair. Some committees will, besides the above reports, be requested to submit reports at the quarterly board meetings for guidance and action by the officers. Specific committee activities are outlined in more detail herein.

4. DUTY AND FUNCTION:

In general, it is the objective of each committee to implement the policies and purposes of the Section in conformance with all prescribed guidelines and applicable constraints of the By-Laws of the Section and goals of the Association.

Objectives of the Section as stated in the By-Laws (Article II) are as follows:

- a. To advance the knowledge of the design, construction, operation and management of water utilities.
- b. Advancing the knowledge of the problems involved in the development of resources, production and distribution of safe and adequate water supplies.
- c. Educating the public on the problems of water supply and promoting a spirit of cooperation between consumers and suppliers in solving these problems.
- d. Conducting research to determine the causes of problems of providing a safe and adequate water supply and proposing solutions thereto in an effort to improve the quality and quantity of the water supply provided to the public.

Should it be found, at any time, that a committee is not adequately functioning or that an officer or member of the committee is not discharging their duties or actively participating in the committee function, the Section Chair will attempt to rectify the situation amicably. Should that be unsuccessful, the Section Chair will

replace the ineffective committee member. The Section Chair may dismiss and reactivate the entire committee.

The more specific roles of the various committees are as presented herein. The committees are divided into five functions: Administrative, Functional, Awards, Annual Conference, and Special (Ad Hoc).

1. ADMINISTRATIVE COMMITTEES

1.1. BUDGET COMMITTEE

- A. **PURPOSE:** The Budget Committee will oversee the orderly financial operation of the Section. They will prepare and make recommendations relating to the adoption of the Section Budget and will be consulted with regard to non-regular expenditures and other financial affairs of the Section.
- B. **STRUCTURE:** The Budget Committee shall consist of a Chair who shall be the Chair Elect, the Secretary/Treasurer and the Section Director.
- C. **MEETINGS & REPORTS:** The committee shall meet as often as deemed necessary and shall deliver a report at the business meetings. They shall prepare and submit a preliminary budget of the ensuing year at the fall board meeting for submission and approval at the Annual Section Meeting. During the year, they shall attempt to determine the needs of various committees and provide therefore.

1.2. AUDIT COMMITTEE

- A. **PURPOSE:** It shall be the responsibility of this committee to audit the financial records of the Secretary/Treasurer of the Section.
- B. **STRUCTURE:** The Audit Committee shall consist of a Chair appointed by the Section Chair and one (1) additional member selected by the Audit Committee Chair. The Chair shall serve as the Section Compliance Officer and will have expertise in financial management.
- C. **DUTIES:** The committee shall make a general audit of the financial records of the Section annually. The general audit will consist of verifying the balance sheets and reconciling bank statements. A detailed audit shall be completed every three years by an unaffiliated professional accountant, as outlined in the Missouri Section Bylaws. The committee shall also perform whistleblower investigations as described in the Section Whistleblower Policy contained in the Board Policy Manual. The committee may be called upon to perform additional audits for joint activities with other associations

- D. MEETINGS AND REPORTS:** The audit shall be made during the sixty (60) days immediately before the Annual Meeting. The committee shall prepare a report signed by all members that shall be presented at the Annual Meeting.

1.3. OFFICER NOMINATING COMMITTEE

- A. **PURPOSE:** This committee will review the membership roster and section service and select there from a list of those whom they decide are best suited to fill the various open offices (except Section Director) of the Section.
- B. **STRUCTURE:** The committee shall consist of a Chair who shall be the immediate Section Past Chair and the two (2) prior available Past Chairs.
- C. **DUTIES:** The committee will hold at least one meeting each year and will have all members present if possible. The committee shall nominate at least one member for each office to be filled other than Section Director. They will resolve in advance any questions of eligibility, conflict with other offices or other qualifications related to the proposed nominee and review the goals in Article VII - Election of Officers as published in the By-Laws of the Missouri Section.
- D. **REPORTS:** The committee shall present the nominations to the Secretary/Treasurer not less than sixty days prior to the first day of the next Annual Conference.

1.4. SECTION DIRECTOR NOMINATING COMMITTEE

- A. **PURPOSE:** This committee will nominate at least one member for the office of Section Director-Elect in the year prior to which a Section Director's term expires. The Section Director-Elect will succeed the Director at the end of his/her term. In the event the Section Director is unable to complete his/her final year in office, the Director-Elect will assume the duties of the Director at that time.
- B. **STRUCTURE:** The committee shall consist of a Chair who shall be the current Section Director and the two (2) prior available Section Directors.
- C. **DUTIES:** A successor for the Section Director shall be selected in accordance with the Bylaws of the American Water Works Association.
- D. **REPORTS:** The committee shall present the nominations to the Secretary/Treasurer not less than sixty days prior to the first day of the next Annual Conference in which a nomination is due.

OFFICER NOMINATING COMMITTEE

ANNUAL REPORT

DATE _____

ANNUAL CONFERENCE _____

NOMINEES

SECTION CHAIR: _____

CHAIR ELECT: _____

VICE CHAIR: _____

SECRETARY/TREASURER: _____

TRUSTEE _____

TRUSTEE _____

Your Nominating Committee respectfully submits the above nominees for the various listed offices of the Missouri Section, American Water Works Association.

Chair

Member

Member

1.5. BY-LAWS COMMITTEE

- A. **PURPOSE:** The By-Laws Committee shall review the By-Laws for updating and making any changes that may be advisable. The committee shall also serve as consultants to the Board in interpreting the By-Laws and is responsible for assuring the Administrative Guidelines do not conflict with the By-Laws.
- B. **STRUCTURE:** This committee will consist of a Chair, appointed by the Section Chair, and at least two (2) other members. The Chair of the Section and the director shall serve as Ex-Officio members.
- C. **MEETINGS AND REPORTS:** The committee shall meet annually or as required and shall report its findings and/or recommendations to the Board at both the fall meeting and the pre-conference meeting.

1.6. SITE SELECTION COMMITTEE

- A. **PURPOSE:** To select the facility for convening the Annual Section Conference at least three (3) years in advance.
- B. **STRUCTURE:** This committee shall consist of a Chair and at least three (3) additional members, one of whom is the Secretary/Treasurer. The Section Chair serves as an Ex-Officio member of this committee.
- C. **DUTIES AND REPORTS:** The committee will recommend a site that has appropriate facilities for the annual conference to be held three (3) years following the annual conference at which the report is given. The committee will present its report to the membership for their approval at the annual conference. Upon approval, contractual arrangements shall be completed by the Secretary/Treasurer with approval of the Section Chair and Conference Management Committee Chair.

In making its selection, the following suggestions are made: Committee is responsible for obtaining the best contract with the hotel and signing this contract for the organization. The contract should set forth specifically the services that the hotel will furnish including such items as room rates for various numbers of rooms with certain blocks.

- 1. It is expected that the hotel will be sufficiently large to house all persons attending the annual meeting.

2. The hotel is expected to provide complimentary rooms commensurate with the hotel's policy. Complimentary room assignments should be as follows:
 - a. Missouri Section Chair
 - b. Section Director
 - c. Secretary/Treasurer

1.7. PUBLIC INFORMATION

- A. **PURPOSE:** To provide publicity throughout the news media, the SHOW-ME Magazine, website, email newsletter, and various external educational, technical and professional publications regarding the Annual Conference and any other activities of the Section that deserve public recognition.
- B. **STRUCTURE:** The committee will consist of a Chair and at least two additional members, one being the Assistant Secretary/Treasurer and editor of SHOW-ME Magazine.
- C. **DUTIES:** To assure the proper coverage of the Section at the Fall Board Meeting and Annual Conference, the following should have priority:
 1. Coverage before and after the Fall Board Meeting and Annual Conference particularly in the conference city.
 2. The news media and the SHOW-ME Magazine should be alerted and informed of the place, time and date of meeting.
 3. Some history should be given to the news media concerning the objectives and goals of the organization to create a better understanding for the public we serve.
 4. Publicize award winners and officers in news releases to publications in their home cities.
- D. **REPORT:** Report made at Fall Board Meeting and Annual Conference.

1.8. SHOW-ME MAGAZINE COMMITTEE

A. PURPOSE: To provide the Missouri Section of AWWA a timely, up-to-date magazine that serves as a primary mode of communication to the membership.

B. STRUCTURE: The committee shall consist of a Chair and at least two additional committee members. The Chair can be the Assistant Secretary/Treasurer for the Missouri Section.

C. DUTIES: To oversee the assembly, production, and distribution of the Missouri Section of AWWA magazine, which is called the SHOW-ME Magazine. Specific duties include:

1. The SHOW-ME Magazine is a quarterly publication that is distributed to each member of the Missouri Section.
2. The SHOW-ME Magazine is compiled in the weeks following each Board meeting, which are usually held in January, April, July, and October of each year.
3. The SHOW-ME Magazine shall contain a Chair's and Director's report.
4. Whenever possible, the SHOW-ME Magazine shall contain stories that are of interest to the members of Missouri Section AWWA. Other published materials should include: award winners, Annual MO Section of AWWA Conference program, Drinking Water Week Poster Winner, Committee News, Educational Programs, the Board and Committee Chairs and their phone numbers, regulatory updates, etc.

D. REPORT: The Chair shall report deadlines and information to the Board at each regular Board Meeting.

1.9 STRATEGIC PLANNING COMMITTEE

A. PURPOSE: Develop a plan to envision the future of the Section and recommend the necessary procedures and operations to achieve that future.

B. STRUCTURE: The Committee Chair shall be the Chair-Elect of the Section. Members of the committee shall be the Section Chair, Section Vice-Chair, and the two (2) most immediate available Past Chairs.

C. MEETINGS: The committee shall meet as called by the Committee Chair.

D. FUNCTION:

1. Review existing plans.
2. Define mission.
3. Define issues.
4. Establish goals and objectives.
5. Develop implementation plans.

E. REPORTS:

1. Provide status reports at the Section's regular Board.
2. At the Annual Conference, present the completed plan for approval and implementation by the Section membership.

2. FUNCTIONAL COMMITTEES

2.1. MEMBERSHIP ENGAGEMENT COMMITTEE

- A. PURPOSE:** The Membership Engagement Committee is charged with recruiting new Association members, monitoring membership trends for the Section, addressing retention of all categories of membership, and acting as a resource for any membership matters for both the Section and the Association.
- B. STRUCTURE:** Consists of a Chair, and at least four (4) additional members. The Section Secretary/Treasurer serves as Ex-Officio member. Committee members should represent as many geographic regions and membership types of the Section as possible.
- C. MEETINGS, ACTIVITIES, AND REPORTS:** The Membership Engagement Committee meets at least twice each year. The Committee Chair prepares and submits a written report at the annual business meeting. Additionally, periodic progress reports should be printed in the "SHOW-ME" Magazine as well as new member listings, significant recruiting performance and like items.
- D. DUTIES AND FUNCTIONS:** Duties of the Membership Engagement Committee include, but are not limited to the following:
1. Recruit and welcome new members.
 2. Host membership appreciation events throughout the Section annually.
 3. Facilitate the membership booth at the Annual Conference to answer any questions regarding Section membership.
 4. Monitor delinquent membership renewals, where possible, provide a personal contact which would be the duty of all members of the committee and the Board of Trustees.
 5. Stimulating recruitment competition, setting goals, devising methods and selling the benefits of membership.
 6. When feasible, the committee members may attend the Association's annual Membership Summit.

2.2. DRINKING WATER WEEK COMMITTEE

- A. **PURPOSE:** To promote "Drinking Water Week" in the Section by urging both investor owned and public owned utilities to participate in and promote Drinking Water Week
- B. **STRUCTURE:** The Drinking Water Week Committee will consist of at least four (4) members of the Section with the Committee Chair being appointed by the Section Chair. The members of the committee may, at the pleasure of the Section Chair, be selected by the Committee Chair. Membership should be geographically diverse throughout the Section to provide broad coverage.
- C. **MEETINGS, ACTIVITIES, AND REPORTS:** The committee meets when scheduled by the Committee Chair.

The activities consist of:

1. Find out the specific week set by the Association as "Drinking Water Week."
2. Prepare a "News Release" article to be published in the SHOW-ME Magazine announcing the specific week and urging all utilities to have a "Drinking Water for (local community) Week" proclaimed by the Mayor of the community.
3. Arrange and have the Governor sign a proclamation declaring the specific week as "Drinking Water for Missouri Week."
4. Compile information from all local utilities including proclamations and articles from local newspapers. Prepare and present a report at the annual Section Meeting.
5. Assist the Missouri Department of Natural Resources in conducting a state wide poster contest in the public educational system to acquaint students with drinking water issues.

2.3. EDUCATION COMMITTEE:

- A. **PURPOSE:** To be of service to the water industry in Missouri by conducting training sessions and technical workshops in order to upgrade

operator and managerial skills and knowledge. Develop and distribute section activity and training opportunity information. Coordinate training opportunities with other water industry organizations (MWWC, MRWA, etc.). Serve as a section liaison with the Association Education Committee.

B. STRUCTURE: The Education Committee will consist of a Chair and at least two (2) other members. One of the members shall be from one of the major educational institutions in the State of Missouri.

C. MEETINGS, ACTIVITIES AND REPORTS: The committee will meet as called by the Committee Chair.

The activities of the committee will be to carry out its functions as outlined in the above paragraph "Purpose."

Reports of activities or functions shall be made to the section at its regular meetings.

2.4. LANDMARK COMMITTEE

A. PURPOSE: To identify notable Water Landmarks in Missouri and to encourage and assist local officials to seek Association recognition.

B. STRUCTURE: The Landmark Committee will consist of a Chair and at least three (3) other members.

C. MEETINGS, ACTIVITIES AND REPORTS: The committee will meet as called by the Committee Chair.

The committee will solicit nominations from the Section for the landmark award and will consider all nominations in making its selection. The committee will consider the age of the structure, its significance in the operation of the particular water system as well as its architectural values.

The committee's selections will be submitted to the Board for its approval. Upon approval, an appropriate award (certificate, plaque, etc.) will be obtained and presented to the Awardees at the next annual meeting.

Upon approval by the Board, the chosen Landmarks shall be submitted to the Association as the Section's nominations for the American Water Landmark award.

Nominations received and not selected should be passed on to ensuing committees for consideration in the next administrative year.

2.5. STUDENT ACTIVITIES COMMITTEE

- A. PURPOSE:** The purpose of the Student Activities committee is threefold:
1. Stimulate the interest of technical students in preparing for a career in the water industry;
 2. Recruit Student members of AWWA and the Missouri Section; and
 3. Encourage student participation in the Missouri Section Annual Conference and the annual Association Conference & Exposition.
- B. STRUCTURE:** The Student Activities Committee will consist of a Chair and at least two (2) other members. The technical schools in Missouri should be represented on this committee if possible.
- C. MEETINGS, ACTIVITIES AND REPORTS:** The committee will meet as called by the Committee Chair.

The committee will aid interested students in preparing for a career in the water industry by:

1. Helping them to attend appropriate sessions of the annual Section conference, or other similar Section meetings; and
2. Arranging special sessions and inspection trips to water utility and industrial water supply installations.

Interested students should be encouraged to become student members of AWWA. If feasible and included in the Section budget, the Section will subsidize student memberships annually. It is considered desirable that students pay a part of their Association dues.

Report of activities shall be made to the Section at its annual meetings.

2.6. RESEARCH COMMITTEE

- A. **PURPOSE:** To identify research needs among the members of the Section and to express these to the Research Foundation; to encourage water industry support for the work of the Research Foundation; to assist the staff of the Research Foundation with special workshops and seminars; to encourage water industry research at universities and colleges within the Section.
- B. **STRUCTURE:** The Research Committee will consist of a Committee Chair and at least two (2) other members.
- C. **MEETINGS, DUTIES AND REPORTS:** The committee will meet as called by the Committee Chair.

2.7. SMALL SYSTEM COMMITTEE

- A. **PURPOSE:** To enhance the responsiveness of the Missouri Section AWWA to the small water systems (serving less than 10,000 population).
- B. **STRUCTURE:** The committee will consist of a Chair and at least three (3) other members. The Missouri Rural Water Association (MRWA) and the Missouri Water and Wastewater Conference (MWWC) should be asked to appoint AWWA members to the committee who could act as liaisons between the organizations.
- C. **FUNCTION:**
 - 1. To serve as liaison to the Small Systems Program Manager of the Association, representing the Missouri Section and the small water systems of the State of Missouri.
 - 2. To serve as the small systems' liaison to the committees of the Section, representing the concerns and needs particular to small water supply systems. The committees include the following:
 - a. Membership Committee
 - b. Education Committee
 - c. Conference Management Committee
 - d. Water Utility Council
 - e. As directed by the Section Chair

- D. **MEETINGS:** The committee will meet at least once annually as arranged by the Committee Chair.
- E. **REPORT:** A full report of the committee activities and recommendations will be submitted at the Fall and Spring Board Meetings.

2.8. RETIREES COMMITTEE

- A. **PURPOSE:** To recognize and show appreciation for the years of service and education to the water works industry to those people who are retired from the water works industry by encouraging their attendance at the Section Meeting and other Section activities by providing free registration for the technical program for retired AWWA members and having a special program at the Section meeting for the retirees and spouses.
- B. **STRUCTURE:** The Retirees Committee will consist of a Chair and at least two (2) other members.
- C. **MEETINGS, ACTIVITIES, AND REPORTS:** The committee will meet as called by the Committee Chair.

The activities consist of:

1. Maintain a mailing list of those who are retired from the water works industry in the Missouri Section.
2. Plan a Retiree program for the Section meeting.
3. Encourage continued membership in AWWA of retirees.
4. Encourage continued involvement in Section activities of retirees.

2.9. WATER UTILITY COUNCIL

- A. **PURPOSE:** To develop action programs to initiate, evaluate, respond and comment, within the framework of Section and AWWA National policies, on legislative, regulatory and other matters that directly affect water utilities and to encourage provision of better water service to the consuming public. The Council shall also report to other councils and

committees within the Section and the Association those policies, procedures and matters that may fall within their areas of interest. In particular, the Council shall cooperate with the Association's Water Utility Council in responding to and implementing the programs of the Association's Water Utility Council.

B. MEMBERSHIP: The Council shall be comprised of nine (9) members total; (8) members each of whom shall be a representative of a utility member of the Section, and one (1) member who shall be the Chair Elect of the Section. To the extent possible, membership shall represent different size utilities and geographic diversity. The organization of the Water Utility Council may be determined by the Committee Chair, but a Vice-Chair and Secretary are recommended officer appointments. Ideally, the utility members shall include three (3) members from utilities serving more than 250,000 persons; one (1) from a utility serving between 250,000 and 100,000 persons; one (1) from a utility serving between 100,000 and 25,000 persons; one (1) from a utility serving between 25,000 and 10,000 persons; one (1) from a utility serving between 10,000 and 1,000 persons; and one (1) from a utility serving less than 1,000 persons.

D. TERMS OF OFFICE OF MEMBERS:

C. TERMS OF OFFICE AND VACANCIES:

1. The term of office of the Chair of the Council shall be one (1) year.
2. The term of office of the Vice Chair shall be one (1) year. The Vice Chair shall not automatically succeed to the Chair.
3. The term of office of the Secretary shall be one (1) year and shall be eligible to succeed self without limit.
4. In the event a Chair is unable to complete the term, the Vice Chair shall act as Chair until the next Council meeting when a new Chair shall be elected to fill the unexpired term. Vacancies occurring in other offices shall be filled by the appointment of the Chair for the unexpired term and all such appointments shall be eligible for election at the next scheduled election to a full term in office.

5. Vacancies occurring in the membership of the Council shall be filled by appointment of the Section Chair for the unexpired term and all such appointments shall be eligible for a full term in office at the end of the unexpired term.
- G. COUNCIL POSITIONS AND ACTIONS:** A majority of the Council is needed before the Council takes a position or proposed action unless time to act is short. When time to act is short, the Chair can act after consulting with less than a majority.
- H. VOTING:** Each council member shall have one (1) vote. A majority of the membership of the Council shall constitute a quorum. An affirmative vote of a majority of those members shall be required to authorize action.
- I. MEETINGS:** The Council shall hold at least one meeting each year, coincident with the Annual Meeting of the Section. Other meetings may be held as called by the Committee Chair at such times and places as may be specified. Meetings can be held electronically.
- J. COMMITTEES:** The Chair of the Council shall be empowered to appoint such ad hoc committees as in their opinion may be required to properly conduct the business of the Council. Section members who are not members of the Council shall be eligible for appointment to committees.
- K. SPECIAL FUNDS:** If, in the opinion of the Council legislative or regulatory matters arise which require expenditure beyond funds available to the Council, the Council, with the concurrence of the Section Board, shall be authorized to solicit funds from utility members of the Section specifically to respond to the matters in question.
- L. REPORTS:** The Chair shall present a written report on Council activities at Section Board Meetings and provide reports for the Section's Magazine.

2.10. DIVERSITY AND INCLUSION COMMITTEE

- A. PURPOSE:** The Diversity and Inclusion Committee shall endeavor to find ways to provide increasing access to the water industry for women, minorities and other under-represented groups. They shall work with the Education Committee to enable training for addressing inequalities,

dealing with diversity in the workplace, and developing recruiting techniques to provide opportunities for employment.

- B. STRUCTURE:** This committee consists of a Chair and at least three (3) additional members. At least one member shall be employed by a utility member.

- C. DUTIES:** Develop a set of structured, achievable goals and objectives to increase participation by women, minorities and other protected groups. Encourage a diverse committee membership mix by seeking ethnic participants. The Diversity Committee, along with the Education Committee, shall develop an action plan to implement training goals to best serve women and minorities among our section members.

2.11. J. R. POPALISKY SCHOLARSHIP FUND COMMITTEE

(Initiated Annual Business Meeting 4/3/91)

A. PURPOSE

The purpose of the J.R. Popalisky Scholarship Fund (JRPSF) is to provide gifts, benefaction and other donations by deed, will, direct gift, or otherwise, to establish and maintain scholarships to be awarded to engineering or environmental science students enrolled in an accredited college or university within the State of Missouri, who have the general intent of entering career fields in water supply.

The period or duration for this scholarship fund is intended to be perpetual through the possible establishment of an endowment fund. In the event the scholarship fund is dissolved, accumulated funds will revert to the MO-AWWA.

B. STRUCTURE

The Committee of the JRPSF shall be a group of members hereinafter referred to as the Scholarship Committee. The immediate (or next available) Past Chair of the Section will serve as an ex-officio nonvoting member and will function as a liaison with the Board. The Committee shall consist of a Chair and at least four (4) members appointed by the Committee Chair. Committee members shall be from the following group of representatives with a maximum of one representative from each group below:

1. Water Utility Executive
2. Water Department Superintendent or Representative
3. Professional Engineering Consultant
4. College or University Dean or Professor of Engineering
5. Manufacturing Company Representative
6. Manufacturer's Supplier Representative
7. Missouri State Department of Natural Resources Representative

All Scholarship Committee members must be members of MO-AWWA. If the Section is unable to fill the minimum number of members within the

guidelines above, the Board may waive some of the requirements and allow the Committee to carry out their duties.

C. TERMS OF MEMBERS

Terms of members shall be based on the administrative year of MO-AWWA (generally from one Annual Conference to the next), and be up to a three year term. The goal shall be to rotate two new members to the Committee each administrative year. No member of the Committee should serve more than two terms. Unfilled terms will be filled by appointment by the officers of MO-AWWA.

D. MEETINGS

Unless otherwise called, one scholarship committee meeting per year will be held during the Annual Conference of MO-AWWA at a time not conflicting with TECHNICAL PROGRAMS.

E. SCHOLARSHIP OBJECTIVES

The Missouri Section of American Water Works Association (MO-AWWA) has established a scholarship fund entitled the J.R. Popalisky Scholarship Fund (JRPSF) for qualified students enrolled in an accredited college or university in the State of Missouri. Qualifying curriculum for scholarship applicants shall include courses related to civil or environmental engineering or environmental science with emphasis on career fields associated with water supply.

The JRPSF will consider application for one or more scholarships per year in the amount of twenty-five hundred dollars (\$2,500) and/or one thousand dollars (\$1,000). The purpose of these scholarships is to encourage enrollment in educational studies related to career fields associated with water supply.

F. ELIGIBILITY AND APPLICATION REQUIREMENTS

- A. The applicant must be enrolled in a two or four year accredited college or university program as previously stated.
- B. The applicant must be a citizen of the United States.

- C. The application form (furnished) must be completed in full with a two (2) page (or less) typewritten essay, describing the applicant's field or study, such as a mathematics, science teacher, etc. See Appendix A for application form.
- D. The applicant may be a graduate or under-graduate student.
- E. An applicant receiving financial aid from an employer is not eligible for scholarship aid from the JRPSF of the MO-AWWA.

SELECTION CRITERIA

The following point system will be used by the JRPSF as the basis for selecting a scholarship recipient:

| Evaluation Criteria | Total No. of Points Possible |
|---|-------------------------------------|
| Relation of course studied to the water supply field | 30 |
| Grade point average | 20 |
| Financial need | 20 |
| Essay of Career Plans | 10 |
| Recommendation of Professor | 10 |
| Professional Activities, Office Held, Work Experience | <u>10</u> |
| Total Possible Points | 100 |

In the process of awarding scholarships when multiple candidates are available, the applicant with the highest point total shall be preferred.

See application form in Appendix A.

2.12. PHILANTHROPY COMMITTEE

- A. PURPOSE:** To support philanthropic programs related to the promotion of access to safe drinking water and sanitation, domestically and globally through volunteer fundraising activities and donations to charitable foundations.
- B. STRUCTURE:** The Committee shall consist of a Chair and at least two other members. The committee membership makeup should include geographic diversity to maximize fund raising effectiveness. The committee shall consist of subcommittees for the following AWWA-sponsored organizations: Water for People (WFP) and Water Equation (WE).
- C. MEETINGS:** The committee shall meet as called by the committee Chair.
- D. DUTIES AND FUNCTIONS:** The committee activities shall include:
1. Education/Awareness:
 - a. Educate the MO Section AWWA membership and the general public in the MO Section AWWA circle of influence on the water, sanitation and health needs in developing countries.
 - b. Promote water-related charitable foundations, such as WFP and WE to MO Section members, affiliated organizations and individual, business and media contacts.
 2. Programs:
 - a. WFP Subcommittee shall coordinate with WFP to ensure that all regions supported by the Section WFP Subcommittee have been reviewed and approved by WFP to help AWWA and WFP achieve their broader program responsibilities within IRS and Revenue Canada guidelines. Provide technical support and advice as requested by WFP and their partner organizations.
 - b. Water Equation Subcommittee shall coordinate with WE to ensure that the MO Section is adequately supporting WE fundraising initiatives.

3. Administration/Management:
 - a. Serve as the focal point in the MO Section for involvement of AWWA members in working with and supporting WFP.
 - b. Keep the leadership and staff of WFP and AWWA (through the Section Services Representative) informed of Section WFP Committee members' interest and activities.
 - c. Work closely with MO Section and WFP leadership to implement WFP guidelines that will achieve common objectives.

4. Fundraising:
 - a. Plan and implement a comprehensive program of fund-raising which includes, but is not limited to, special events within the section, workplace giving and the promotion of WFP sponsorships.
 - b. Share innovative fund-raising ideas with WFP and other Sections, and work in partnership with WFP to gain access to new local donors.
 - c. Assist WFP in maximizing its leverage for external foundation grants by depositing with WFP all funds raised in conjunction with the WFP name and logo. These funds are kept in the Section's name, unless otherwise designated, and are released by WFP as directed by the Section.
 - d. Demonstrate appreciation to local donors through visits, thank-you letters, presentations and phone calls.
 - e. Provide WFP with the names, addresses and gift amounts of local donors so WFP may add them to the national donor roll.

5. Kenneth J. Miller Founders' Award:
 - a. Suggest candidates to the MO Section Awards Committee.
 - b. Assist the awards committee in preparation of a summary of the candidate's service to WFP.

6. Charitable Donations

- a. The Committee shall review any requests for charitable donations based on alignment with MO Section's mission statement, support for local community initiatives, or ability to improve access to safe drinking water and/or sanitation.
- b. The Committee shall provide recommendations for charitable donations to the Board.
- c. Approval of any donation requests shall be subject to a vote by the Board.

E. REPORTS:

1. The Chair shall provide reports to the MO Section Board at regular board meetings and provide reports to the Administrative Manager for inclusion in the Show-Me Magazine.
2. The Chair shall provide annual reports to the AWWA National Section Services Representative outlining committee activities.
3. The Chair shall provide meeting minutes to the MO Section Trustee with the responsibility for the committee oversight and to the committee members.

2.13. YOUNG PROFESSIONALS COMMITTEE

A. PURPOSE: Recruit, develop programs for, and encourage participation in Section activities by young professionals. Create opportunities for education and development, offer professional skillset and network development activities, and create inter- and cross-disciplinary dialogue, in order to help develop leaders in the drinking water industry.

B. GOALS AND OBJECTIVES:

1. Encourage and maintain a diverse group of young professional membership of various disciplines, organizations, and professions within the water industry to serve and direct the action of the committee.
2. Assist the Student Activities committee in advocating for the drinking water industry and its diverse professions and opportunities to undergraduate and post-graduate students at colleges, universities, and technical schools with active water-related programs.
3. Provide and facilitate opportunities for professional networking and dialogue among peers and with seasoned professionals.
4. Increase knowledge base of young professionals via information sharing, communication, and training opportunities.
5. Encourage and promote Young Professional membership involvement and participation within Missouri Section activities.
6. Promote Young Professional awareness to and represent Young Professional interests in the water industry.
7. Identify and share engagement opportunities to Young Professional membership via participation in technical conferences, written publications, and other professional volunteer opportunities.
8. Collaborate with Missouri Water Environment Association (MWEA) Young Professional Committee, and other like organizations as appropriate, in social and technical events to create increased opportunities for interdisciplinary exposure, professional development, and networking.

C. DELIVERABLES

1. Organize and host facility tours, educational sessions, and networking events within each major metropolitan area of Missouri, with a goal of at minimum one event per quarter.

2. Work with Joint Annual Meeting planning committee and MWEA Young Professionals to organize and deliver Young Professional focused activities at the Joint Annual Meeting.
3. Coordinate, support, and partner with other Section committees to support overall Section activity; particularly the Student Activities, Drinking Water Week, and Membership Committees.
4. Liaise and collaborate with other Young Professional groups to provide cross-disciplinary networking and development opportunities.

D. MEMBERSHIP COMMITMENTS

1. Actively participate with and assist committee leadership in organizing and delivering committee publications, activities, and efforts.
2. Represent Young Professional committee to Missouri AWWA members, water industry non- members, and the general public.
3. Participate and contribute to committee meetings, discussions, and events.
4. Respond in a timely fashion to inquiries via email, phone calls from other committee members.
5. Fulfill commitments made to other committee members, Missouri AWWA members, and other volunteers.
6. Respect and consider other committee members' opinions and ideas.

E. COMMITTEE MEMBERSHIP

1. All committee members must be current members of the Missouri Section.
2. Committee shall strive to maintain a balanced, diverse representation of membership divided across a geographically diverse area of the state, but shall not be exclusive of members in rural areas.
3. Inactive or non-participating members (including any leadership position) may be removed and replaced by a majority vote of committee members, except the position of committee chair, whose removal and replacement requires approval of the Section chair.
4. The committee shall aim to be inclusive of all individuals who are interested in participation; however, it may be necessary at times to limit committee membership for practical reasons.
5. The committee shall aim to maintain on an annual basis an active membership of 8-12 Young Professionals.

F. COMMITTEE DECISIONS

1. A majority of committee members shall approve all matters and proposals brought before the committee. For example, approval shall be needed from four committee members of a seven member committee.
2. The following issues shall be formally voted on within a planned committee meeting to which all members are invited:
 - a. Committee Guidelines ratification
 - b. Chair, Treasurer, and Sub-committee lead
 - c. Committee member removal
 - d. Financial matters
3. All other matters of the committee shall be discussed and decided upon in planned committee meetings to which all members are invited. In the case of a dispute which cannot be settled, the Committee Chair shall act as final arbitrator and make a final decision.
4. All major committee decisions shall be presented to the Missouri Section Board.

G. COMMITTEE OFFICERS

1. Chair
 - o Leads the committee and reports directly to the committee's assigned Missouri Section Board Trustee.
 - o Organizes, schedules, and leads monthly committee meetings and convenes sub- committee meetings as necessary.
 - o Develops annual committee goals and budget for approval by Missouri Section Board.
 - o Participates in Missouri Section Board meetings.
 - o Provides written committee reports to assigned Trustee.
 - o Represents and speaks for the committee at various functions and events
 - o Communicates with other Missouri Section committees and other organizations as necessary
2. Past Chair
 - o Provides support and guidance the Chair.
 - o Provides context on various issues and previous decisions made by Committee.
3. Treasurer

- o Tracks, approves, and records all expenditures of the Committee.
 - o Assists the Chair with development of annual Committee budget needs.
 - o Conducts committee meetings in the absence of the Chair.
4. Metropolitan area sub-committee leads (Kansas City, St. Louis, & Springfield at minimum)
- o Acts as responsible person for activities of the Committee within their metropolitan region, may or may not be Committee Chair, Past Chair, or Treasurer
 - o Organizes, schedules, plans events of the Committee in the metropolitan region with the assistance and guidance of the Chair.
 - o Takes initiative to meet the minimum goal of one event per quarter in the region
 - o May coordinate activities with other young professional organizations.
 - o Delegates responsibilities to other region committee members

H. TERMS OF OFFICE:

1. The Chair shall serve a two (2) year term beginning at the end of the Section's Joint annual meeting, and shall conclude at the end of the Section's Joint Annual Meeting two years later.
2. The Committee shall self-nominate and a vote will be held on the appointment of a new Chair no less than six (6) months prior to the current Chair's end of term. Once the new Chair appointment is passed by the Committee, the Committee shall make the recommendation to the Section Chair.
3. The Section Chair shall have final authority to accept or reject the Committee's recommendation for new Chair, and to make such appointment.
4. If for any reason the Chair cannot complete their term, the Committee Treasurer shall fill the Chair position in interim until the end of the Section's next Joint Annual Meeting, or until such time that a replacement can be nominated by the Committee and recommended to the Section Chair. The Committee shall conduct a vote and provide a recommendation for new Committee Chair to the Section Chair prior to that next Joint Annual Meeting, or next regular Section Board meeting, whichever occurs first.

2.14. MANUFACTURERS/ASSOCIATES COUNCIL (MAC)

- A. **PURPOSE:** To involve representatives of companies serving the water industry in the governance and activities of the section.
- B. **STRUCTURE:** The MAC Council shall consist of a Chair appointed by the Section Chair and four (4) additional members selected by the Council Chair.
- C. **MEETINGS:** The Council shall meet as called by the Council Chair with one (1) meeting held during the Annual Conference.
- D. **FUNCTION:**
 - 1. Provide responsible representation and involvement for Associate Members.
 - 2. Develop programs and activities for Associate Members and encourage their membership and participation in the Section.
 - 3. Provide policy input and develop responses and comments on matters affecting Associate Members.
 - 4. Maintain and develop avenues of communication with Section Board, committees, officers, and staff to ensure positive, productive liaison between associate member's interests and the goals and objectives of the Section.
- E. **REPORTS:** Provide a status report at the Section's regular Board Meetings and a written annual report at the Annual Conference Business Meeting.

2.15. SUSTAINABILITY INITIATIVES COORDINATING COMMITTEE

- A. **PURPOSE:** To identify sustainability issues among the members of the Section and to express these to the Board; to promote nominations for the Exemplary Source Water Protection Award through the Section and the Association, as well as the Missouri Section Sustainability Award; to encourage water industry support for the work of the Water Research Foundation in sustainability efforts; to assist the staff of the Association and the Water Research Foundation with special workshops and seminars; to work with the National Sustainability Initiatives Coordinating Committee on projects and needs; and to encourage water industry research on sustainability at universities and colleges within the Section.
- B. **STRUCTURE:** The Sustainability Initiatives Coordinating Committee will consist of a chair and at least three (3) other members.
- C. **MEETINGS, DUTIES AND REPORTS:** The committee will meet as called by the Committee Chair.
- D. **SECTION SUSTAINABILITY AWARD:** The committee shall oversee the maintenance of the award application and the scoring criteria.

2.16. SAFETY / EMERGENCY PLANNING COMMITTEE

- A. **PURPOSE:** To promote an awareness of the importance of the safe practices and preservation of our most valuable asset - our members. To assist in development, publication and implementation of mutual aid agreements for emergency response and recovery (Missouri Water & Wastewater Agency Response Network – MoWARN). To provide assistance to small systems with information regarding emergency response planning.
- B. **STRUCTURE:** Committee will consist of a chair and at least two other members. The MoWARN subcommittee will consist of a Chair and volunteers from the MoWARN network members.
- C. **MEETINGS, ACTIVITIES, AND REPORTS:** Committee will work with other agencies (MPUA – Missouri Public Utility Alliance, MRWA – Missouri Rural Water Association, MDNR – Missouri Department of Natural Resources, MWWC – Missouri Water and Wastewater Conference) to develop and implement the Missouri Water & Wastewater Agency Response Network – MoWARN. Committee will provide updates at Missouri Section Board Meetings and a written report at the Annual Business Meeting of the Section.

2.17. WATER INDUSTRY COORDINATING COMMITTEE (WICC)

- A. **PURPOSE:** The Water Industry Coordinating Committee (WICC) will provide a structure for coordinated communication between the major water interest groups in the state on issues concerning Missouri's drinking water.
- B. **STRUCTURE:** The WICC will consist of a Chair, appointed by the Section Chair. Additional members will include one representative from each of the following organizations: IL-MO Chapter of the National Association of Water Companies, Missouri Water and Wastewater Conference, Missouri Rural Water Association, Missouri Public Utility Alliance, and Association of Metropolitan Water Agencies.
- C. **MEETINGS, DUTIES AND REPORTS:** The committee will meet as often as deemed necessary. A report of meetings held shall be submitted at board meetings.

3. AWARD COMMITTEES

3.1 OPERATIONS SERVICE AWARDS

A. PURPOSE: To select awardees for the Best Operator, Heroism, Gimmicks and Gadgets, and Operator Meritorious Service Awards per the following Criteria.

B. STRUCTURE: The operations Service Award Committee should consist of a Chairperson appointed by the Section Chair and other members with geographic distribution having expertise in regulations, treatment and distribution.

C. BEST OPERATOR AWARD

1. PURPOSE: To solicit nominations and select the "Best Operator of the Year".

2. MEETINGS, ACTIVITIES AND REPORTS: The Committee will meet as called by the Chair.

The committee will make a report of its activities at the annual meeting of the Section with the name of the recipient not being revealed until the awards are presented at the appropriate function.

**MISSOURI SECTION AWWA
BEST OPERATOR AWARD
WORKSHEET**

| | | Possible Points | Awarded Points |
|--|--------------------------|--------------------|-------------------|
| 1. TREATMENT PLANT COMPLEXITY | | | |
| Points awarded according to certificate required for Chief Operator by DNR | "A" | 5 | |
| | "B" | 4 | |
| | "C" | 3 | |
| | "D" | 2 | |
| | "E" | <u>1</u> | |
| Subtotal Maximum | | 5 | _____ |
| 2. OPERATORS WATER TREATMENT LICENSE LEVEL | | | |
| a. | "A" | 5 | |
| b. | "B" | 4 | |
| c. | "C" | 3 | |
| d. | "D" | 2 | |
| e. | "E" | <u>1</u> | |
| Subtotal Maximum | | 5 | _____ |
| 3. LEVEL OF RESPONSIBILITY | | | |
| | | Possible Points | Awarded Points |
| a. | Supervisor/Only Operator | 5 | |
| b. | Shift Supervisor | 3 | |
| c. | Shift Operator | <u>1</u> | |
| Subtotal Maximum | | 5 | _____ |
| 4. APPEARANCE & MAINTENANCE OF FACILITY (Well-groomed grounds, Equip. appears maintained, Clean Lab, etc.) | | | |
| a. | Excellent | 10 | |
| b. | Good | 5 | |
| c. | Fair | <u>3</u> | |
| Subtotal Maximum | | 10 | _____ |

5. AGE OF FACILITIES

(20 years or older)

| | | | |
|----|------------------|----------|-------|
| a. | Excellent | 5 | |
| b. | Good | <u>3</u> | |
| | Subtotal Maximum | 5 | _____ |

6. HISTORY OF WATER QUALITY

| | | | |
|----|--|--------|-------|
| a. | Is the facility presently in full compliance with the SDWA & other DNR requirements? | Yes-10 | No-0 |
| b. | Have there been any violations in the past two years? | Yes-0 | No-10 |
| c. | Water quality complaints from consumers to the Health Dept., Drinking Water Program or the PSC in the past year. | Yes-0 | No-10 |
| | Subtotal Maximum | 30 | _____ |

7. RECORD KEEPING

| | | | |
|----|------------------|----------|-------|
| a. | Quality | 5 | |
| b. | Quantity | <u>3</u> | |
| | Subtotal Maximum | 8 | _____ |

8. SAFETY PROGRAM

| | | | |
|----|---|-------|-------|
| a. | Have there been any OSHA violations in the past year? | Yes-0 | No-5 |
| b. | Is there a Right-To-Know Program? | Yes-0 | No-5 |
| c. | Is there a written safety program? | Yes-0 | No-5 |
| d. | Is there adequate safety equipment? | Yes-0 | No-5 |
| | Subtotal Maximum | 20 | _____ |

9. COMMUNITY RELATIONS

| | | | |
|----|--------------------------------------|-----|----------|
| a. | In Plant Tours in the past year. | 10+ | 5 |
| | | 7-9 | 4 |
| | | 4-6 | 3 |
| | | 2-3 | 2 |
| | | 1 | <u>1</u> |
| | Subtotal Maximum | | 5 |
| | | | _____ |
| b. | Out of Plant Talks in the past year. | 5 | 5 |
| | | 4 | 4 |
| | | 3 | 3 |
| | | 2 | 2 |

| | | | |
|------------------|---|----------|-------|
| | 1 | <u>1</u> | |
| Subtotal Maximum | | 5 | _____ |

10. EMERGENCY OPERATIONS

| | | | |
|----|---|-------|----------|
| a. | Participation in an Emergency Drill in the past year? | Yes-5 | No-0 |
| b. | Posted list of Emergency Contacts? | | 5 |
| c. | Power loss Procedure? | | 5 |
| d. | System decontamination procedure? | | 5 |
| e. | Procedure for reporting spills? | | 5 |
| f. | Is there an active Cross-Connection Program? | | <u>5</u> |
| | Subtotal Maximum | | 30 _____ |

11. TRAINING & SELF IMPROVEMENT ACTIVITIES

| | | | |
|----|---|--------|-----------|
| a. | Member of AWWA, MWWC or MRWA? | Yes-10 | No-0 |
| b. | Training classes, seminars attended over & beyond the DNR 30 hours of training for license renewal? | | <u>5</u> |
| | Subtotal | | 15 |
| | TOTAL | | 143 _____ |
| | % | | _____ |

MISSOURI SECTION AWWA

BEST OPERATOR AWARD QUALIFICATIONS AND CRITERIA EXPLANATIONS

The main purpose of the Best Operator Award is to stimulate the interest in the Missouri Section AWWA by the operators of the smaller communities and potentially encourage the unlicensed operators of the smaller communities to apply for the voluntary license. With this objective in mind, the maximum size of the community served is limited to 25,000 population. The operator should be licensed since this was to be one of the goals of the awards. The following criteria should be taken into consideration for awardee:

- 1. Complexity of Treatment Plant.**
The awarding of points in this area should be only for the highest complexity rating of only the plant under the operator's control.
- 2. Operators License Level.**
The number of points given for a license grade is cumulative, but only one license is valid for any given period of time.
- 3. Level of Responsibility.**
This guideline should be self-explanatory, as it depends only upon the number of employees supervised.
- 4. Appearance and Maintenance of Plant.**
All facilities under this operator's responsibility should be rated. There are only three grades to be awarded any points. If the facilities are rated "poor," there will be no points given. It should be cautioned, however, that when marking the appraisal, as much emphasis as possible should be given to the appearance and maintenance of the area over which the operator has direct control.
- 5. Age of Facilities.**
These points are to be given only if the appearance of the plant and the maintenance is good or excellent - again it is cautioned that the grading of the criterion should be in areas that are the operator's responsibility.

6. History of Water Quality.

The awarding of points for water quality is related to conformance with standards of the Missouri Department of Natural Resources.

7. Record Keeping.

In awarding points for the adequacy of record, close attention should be paid to the quality of records, which should be regarded as more important than the sheer number of records.

8. Safety Program.

Self-explanatory.

9. Community Relations.

This criterion was broken into two (2) areas. The awarding of points for tours and talks should be done if there was a tour or talk during the twelve months. The setting up of a program that would be available is not sufficient action for the awarding of these points. The awarding of points for favorable news media comments will depend entirely upon those comments in the news media during the preceding twelve month period.

10. Emergency Operation.

This criterion was again broken down into six (6) areas, so that the operator would not be unduly penalized for conditions in areas over which he has no control.

a. Self-explanatory.

b. Self-explanatory.

c. Power loss can be handled by many means, all of which are acceptable to obtain points, e.g., a standby power supply, an alternate supply of water until the power supply is reestablished, a power source from two directions, etc.

d. A written procedure of decontamination of the system should be available to the operators.

e. Self-explanatory.

f. Self-explanatory.

11. Training and Self-Improvement Activities.

The purpose of this question is to determine the degree of involvement of the operator in upgrading his capabilities and in improving his professional capabilities. Points are not given in this category, but the answer will be weighed by the committee in selecting the best operator.

SUMMARY:

In actual operator appraisal and grading, every effort should be made to grade the operator in areas over which he/she has jurisdiction, and not unduly penalize the operator for conditions over which he/she has little or no control. The awarding of the points in various areas should be stated, with no effort made to interpolate and award points in between the stated values.

D. HEROISM AWARD

- 1. PURPOSE:** To review acts of heroism by members of the Section and to give such members proper recognition.
- 2. MEETINGS, ACTIVITIES, AND REPORTS:** Acting in liaison with the Association, the committee will distribute questionnaires, secure the Award certificate, make sure they are all properly endorsed and present them to the recipients at the annual meeting. Additionally, a full report of committee activities and recommendations will be submitted at the annual meeting.

E. GIMMICKS AND GADGETS AWARD

- 1. PURPOSE:** To stimulate innovative thought to develop practical and inexpensive methods or tools to aid the water works industry.
- 2. MEETINGS, DUTIES AND REPORTS:** The committee shall solicit entries, judge these entries, and award prizes in accordance with the following guidelines:

To qualify as a Missouri Section Gimmick or Gadget, an entry must be submitted on the designated entry form. (See Appendix B for entry form.) The entry must be submitted by an individual member of AWWA or by a person who is representing an organization member. An entry must be a novel and relatively simple mechanical device or procedure designed to provide a more efficient, safer, and/or simplified means of

performing routine tasks or functions in the maintenance, operation, or construction of a water utility system. Commercially available products are not eligible as gadgets, but a unique use of a commercial product may be entered as a gimmick. The Gimmicks and Gadgets Committee will judge all entries on the basis of the industry. Entries may not be submitted for more than one specific competition year. All decisions of the Gimmicks and Gadgets Committee are final.

All entries will be presented to the Board of Trustees at the Missouri Section Annual Meeting. The top three entries shall be nominated by the Section to compete in the Association competition. Each submitted entry shall be recognized by the Section via a certificate naming the submitter. Only one (1) person may be identified as the submitter. The top three (3) entries, as judged by the Committee, shall receive a plaque and a cash incentive awarded by the Missouri Section. Cash incentives are as follows: \$200 for first place ranking, \$125 for second, \$75 for third.

ENTRY DEADLINE: FEBRUARY 20

See Appendix B for entry form.

F. OPERATOR'S MERITORIOUS SERVICE AWARD

1. **PURPOSE OF THE AWARD:** Recognition of special performance in one or more of the following:
 - a. Continuous compliance with public health standards in finished water.
 - b. Consistent and outstanding contributions to plant maintenance thereby prolonging the useful life of equipment.
 - c. Development of new and/or modified equipment or significant process modifications to provide for a more efficient or effective treatment.
 - d. Special efforts in the training of treatment plant operators.
 - e. Special acts not directly related to water treatment, but which demonstrate dedication to the public beyond the normal operating responsibilities.
 - f. Consistent and outstanding contribution to operation and/or maintenance of distribution lines and reservoirs.
2. **THE AWARD:** An Operators' Meritorious Service Award Plaque.
3. **FREQUENCY OF THE AWARD:** No more than one award will normally be given each year per Section. However, larger Sections may give more than one based on one award per thousand Section members or fraction thereof. If there are no meritorious candidates, the Section will not give the award.
4. **ELIGIBILITY FOR THE AWARD:** Section members eligible to receive the Operator's Meritorious Service Award should be operators who are presently or during the time period of the meritorious service activities, working in the capacity of shift supervisors or superintendents.

5. **ENTRY REQUIREMENTS:** Submit full name and address and complete biographical information on each nominee on the entry form provided by AWWA along with supporting data concerning the meritorious service performed by the nominee. See Appendix C for entry form.
6. **NOMINATION PROCEDURES:** A nomination for the award may be submitted by any AWWA Section member to the Section Secretary who will transmit it to the Section Operator's Meritorious Service Award Committee for consideration.
7. **NOMINATION OR SUBMISSION DEADLINE:** Ninety (90) days prior to the Section's Annual Conference.
8. **METHOD OF SELECTING AWARD RECIPIENTS:** The Section Secretary will refer all nominations to the Section Operator's Meritorious Award Committee for consideration and evaluation, and if warranted, the committee will select the awardee sixty (60) days before the Section's Annual Conference.
9. **PRESENTATION OF THE AWARD:** The award will be presented at the Section's Annual Conference by the visiting AWWA representative and will be formally announced by publication or otherwise at the American Water Works Association Conference and Exposition.

3.2. FULLER AWARD COMMITTEE

- A. **PURPOSE:** To solicit nominations and select the recipient of the "George Warren Fuller Award" given by the Section each year.

- B. **STRUCTURE:** The Section Chair will appoint the Awards committee. It shall consist of five (5) members of the section who shall be either former recipients of the Fuller Award or Donald R. Boyd Water Utility Manager Award or chosen from among leaders of the water works industry within the section. The length of appointment for each member of the committee should comply with the "Guide to Selection and Announcement of the Section Nominees - Fuller Award." The committee shall use the attached guidelines and questionnaire to select the recipient of the Fuller Award.

- C. **MEETINGS, ACTIVITIES AND REPORTS:** Before the Annual Conference, at least one meeting should be held with all the committee present for the selection of the recipient. The selection of the recipient should be made at least 30 days before the Annual Meeting. Announcement of the recipient shall be made at the Annual Meeting, Missouri Section. Formal presentation of the award is made at the Annual meeting of the Association. If the awardee is unable to attend the following general conference, the presentation of the Award Certificate may be made at a Section Meeting. The following is a sample report form:

D. AWARD:

1. **Purpose of this Award:** George Warren Fuller Awards are presented annually on recommendation of the sections to members of the American Water Works Association for their distinguished service in the water supply field and in commemoration of their sound engineering skill . . .their brilliant diplomatic talent. . .and the constructive leadership of men and women in the Association which characterized the life of George Warren Fuller.
2. **The Award:** A George Warren Fuller Award Plaque and pin.
3. **Frequency of the Award:** Annually, if deserved.
4. **Eligibility for the Award:** To qualify for the award the person must be an individual member (Active, Student, Life, Honorary) or a duly appointed representative of a Utility member of a Municipal Service Subscriber of the American Water Works Association. Each section may make annual Fuller Award presentations equal to their number of Directors on the Association Board of Directors.
5. **Entry Requirements:** The report of the committee shall include a "citation" or statement of the basis upon which the recommendation is made. Such citations shall follow the pattern of form and general phraseology indicated by the lists which have been prepared each year which are uniformly published in the pages of the AWWA JOURNAL as part of the record of the year's conference. Citations should in general contain 50 words or less to the end that a recipient is neither under nor overpaid for the work that he has done. The secretary will make editorial adjustments in citations as may be deemed necessary in the general interest. See Appendix D for nomination form.
6. **Nomination Procedure:** When, after its deliberations in any one year, an award committee makes a selection, it shall submit the name and qualifications of the proposed recipient to the Executive Committee (or equivalent official group) of the section for approval.
7. **Nomination or Submission Deadline:** To the Executive Committee (or equivalent official group) of the section for approval not less than 30 days prior to the annual meeting of the section; To the Executive Director of AWWA by March 10 including the awardee's full name and address and the citation to accompany the award.

8. **Award Committee Membership:** The award committee shall be appointed and announced at least six months prior to the section's annual meeting.

The award committee of each section will be appointed by the section Chair. It shall consist of five members of the section who shall be either former recipients of the Fuller Award or Water Utility Leader of the Year Award or chosen from among leaders of the water works industry within the section.

The award committee of each section shall be set up on a rotating basis with one new member being appointed each year to serve a five-year term and with the senior member designated Chair of the committee. Under this system, each member will become Chair in the fifth and final year of this service on the committee and will retire from the committee when his report for that year is accepted by the section. New sections will, of course, have to establish the rotation system by appointing their first committees for staggered terms of from one to five years, designating as Chair the member appointed for one year. In such instances the earliest recipient of the award should be appointed the first Chair of the committee.

Each member appointed to a section award committee shall be furnished with a copy of the "Terms and Conditions of the George Warren Fuller Award," as well as with a copy of the statement on the life and works of George Warren Fuller to guide him in the exercise of his duties on the committee, both of which are attached.

9. **Method of Selecting the Award Recipient:** The recipients of the George Warren Fuller Awards are selected by the individual Sections of the Association from among their own members in accordance with the "Terms and Conditions" attached hereto. Such selection is presumed to recognize publicly the contribution toward the advancement of water works practice that the individual has made within the particular section that designated him for the award.

Each year, the award committee of each Section may determine if any member or members of the Section has provided such outstanding leadership or has made such a significant contribution toward the advancement of the water works practice within the Section that he should

be a candidate for the award. It is emphasized that the qualifications for the award specify that the services of the candidate must have been over and above those expected of officers and committee members in fulfilling the obligations or duties assigned to them. It is emphasized that the performance of a candidate must be outstanding and extraordinary. Each Section may award the same number of Fuller Awards as the number of its Section Directors on the Association Board of Directors.

- 10. Presentation of the Award:** The announcement of the award shall be made a part of the Annual Meeting of the Section granting it and shall be made by the Association's official representative at the section meeting or by the presiding official at the Section. The reading of the committee report should be accompanied by the reading of as much of the prepared statement concerning the life and works of George Warren Fuller as fits the occasion.

The formal ceremony or presentation of certificates of award is made a part of the American Water Works Association Annual Conference and Exposition. If, in special cases, the awardee is unable to attend the following annual conference, the presentation of the Award Certificate may be made at the Section meeting. If it is desired to present an award certificate at a Section meeting, the report of the committee with the citation and full name of the awardee shall be transmitted to the headquarters office of AWWA 30 days in advance of the Section meeting along with an appropriate statement of the reason for the prospective absence of the awardee from the annual conference of the Association.

The names of the recipients of the memorial awards for the conference year are announced in appropriate manner during the Annual Meeting of the Association at the time the ceremony of awards takes place. In the published list of members of the Association, designation is made indicating the members who have received this award.

Each awardee automatically becomes a member of the George Fuller Award Society of the American Water Works Association. No initiation fee or annual dues is required for membership in this society. The Annual Meeting of the Society is held during the American Water Works Association Annual Conference and Exposition.

George Warren Fuller Award

"Little can be said about George Warren Fuller without recalling a thousand and one connections which he has had with sanitary engineering practice in this country and abroad. Amazingly active mentally he always catalyzed those individuals who were fortunate enough to work with him. An enthusiasm, tempered by seasoned judgment and reinforced by remarkable technical equipment, accounting for the fact that his name is identified with almost every important sanitary advance in this country in the last four decades. Many, however, are born at the right time who are either ill equipped or are lacking in sufficient vision to make the most of that good fortune. In Mr. Fuller's case, heredity and environment influence, coupled with remarkable energy, all contributed to the development of a practitioner of outstanding stature. He will be remembered long in the future, as much for his distinctive personal characteristics as for his long list of contributions to sanitary science and practice." So wrote Abel Wolman editorially in MUNICIPAL SANITATION after Fuller's death on June 15, 1934.

George Warren Fuller was born in Franklin, Massachusetts, December 21, 1868 on the farm which was part of the land acquired by the family during the Revolutionary period. Three or four Fullers came to Massachusetts from England before the middle of the Seventeenth Century. The one with whom we are concerned was Ensign Thomas Fuller, who in 1642 by vote of the people of Dedham, as "admitted" - a prerequisite to citizenship at that time - to the purchase of Martin Phillips' lot. He seems to have been a capable and versatile man. He was surveyor for several years after 1660 and selectman for fourteen years; he repeatedly represented the community at the general court, was co-trustee of money bequeathed for the establishment of a Latin school and laid out the road to Cambridge as well as many minor ones. He kept the town's ammunition, for which he was paid ten shillings a year, but had considerable trouble in collecting the fee and at one time remitted part of it in order to obtain settlement. In the succeeding line, down through Grandfather Asa Fuller, who was a Minute Man, there continues to be activity of a civic nature -- service as selectmen, court representatives, and the like.

George Warren Fuller was at the head of his class when he attended the Dedham schools. His scholarship was, of course, source of great satisfaction to his mother. At sixteen he passed the examination for entrance at MIT but, his father having died a few weeks before, it was thought best for him to have a fourth year in high school, after which he was graduated at the head of his class and with the highest marks given up to that time. At MIT he met and came under the influence of such people as William T. Sedgwick, Ellen H. Richards and Hiram F. Mills, all enthusiastically interested in the new science of public health. Their influence was felt throughout his life. Following his

graduation he spent a year at the University of Berlin and in the office of Piefke, engineer of the Berlin Water Works. On his return to Massachusetts, he was employed by the state board of health for some five years, during the latter part of the period being in charge of the Lawrence Experiment Station where he extended the experimental work and studies started by another famous chemist and engineer, Allen Hazen. The Lawrence Experiment Station was then recognized as leading in research on the purification of water supplies and treatment of sewage in this country. Fuller's brilliant achievements in this field attracted such attention to his ability that he was selected in 1895 to take charge of the experiments at Louisville, Kentucky, in the use of rapid filtration. Immediately after he had accomplished this work, he was offered a similar engagement in Cincinnati, Ohio. These experiments served to remove the questions which had been raised about the adequacy of rapid filtration compared with slow sand filtration for these municipalities, and at the same time, established the value of mechanical filtration where conditions were such as to warrant its use.

During his 34 years of practice as a consulting engineer -- following the opening of his New York office and later the opening of the branch offices in Kansas City, Missouri; Toledo, Ohio; and Philadelphia, Pennsylvania -- Fuller advised more than 150 cities, commission, and corporation on their water supply and sewerage problems, the outstanding engagement including, among others, Washington, D.C.; New Orleans, Louisiana; St. Louis, Missouri; Indianapolis, Indiana; Kansas City, Missouri; Memphis, Tennessee; Wilmington, Delaware; New Haven Connecticut; Lexington, Kentucky; Minneapolis and St. Paul, Minnesota; Montreal, Quebec; the Shanghai, China Water Company; the International Joint Commission (Canada and United States boundary -- waters); the New Jersey Water Policy Commission; the North Jersey District Water Supply Commission; the Hackensack Valley Sewerage Commission; and the Metropolitan Sewerage Commission of Rhode Island. For many of these engagements his service included full control over all engineering work involved in the preparation of plans and contracts, as well as the actual construction.

Notwithstanding a busy life in active practice, Fuller gave freely of his time and energy to the advancement of his chosen profession through participation in the activities of technical societies, through contributions to the engineering press, and through educational activities. His record in this respect is outstanding: He was a member of the American Water Works Association (President); the American Public Health Association (President); the Engineering Foundation (Chair); the American Institute of Consulting Engineers; the American Society of Mechanical Engineers; the Institution of Civil Engineers of Great Britain; the American Chemical Society; the American Society of Bacteriologists; the Engineering Institute of Canada; the Vereines Duetscher Ingenieure; the Association Generale des Hygienists el Techniciens Municipaux of France; and the Franklin Institute.

Perhaps the most significant of Fuller's characteristics was his belief in organization and his devotion to standardization.

In 1920, at the Montreal Convention of the AWWA, Fuller negotiated the organization of a committee to codify and standardize water works practice. The Association before that time had developed a few specification documents, but its relation to the preparation of those documents was that of cooperative participation rather than leadership. The group, under his leadership and Chairship, was first called the Standardization Council, later the Committee on Water Works Practice. He continued to be a dominant influence in the AWWA during the time its constitution and By-laws were being substantially revised. At the New York Convention of the AWWA early in June 1934 (only a week before his death) Fuller was in constant attendance, participating in the sessions and continuing, even then, his stimulation of the activities of the Association and its elected leaders.

With the AWWA, APHA, ASCE and FSWA alone, more than 45,000 professional and technical men and women in North America are indebted to Fuller for the guidance of their organizational readjustments in the 1920-30 period, which made possible the standing that these associations have today.

George Warren Fuller was first of all a capable engineer, equipped with a mind that never closed a channel to new ideas. He was an inventive technician -- first in the laboratory field, later in engineering and design. He was a skilled negotiator, a public relations counsel who never called himself one, but who by such skill persuaded reluctant city officials that they were very wise and right to authorize sanitary improvements. He was a loyal citizen who found himself able and willing to render service to his country during World War I. He was uncannily able to give ear to the ideas and aspirations of younger men and women in the field and to inspire in them some measure of the spirit of leadership that he possessed. He believed in the organization and assembly of technical and professional men and women and devoted himself fully to the advancement of their associations and societies to the end that they serve better through planned action and cooperation.

Fitting indeed were the words of M. N. Baker, in his editorial tribute in the Engineering News Record:

History will be better able than we are to appraise the contributions of George W. Fuller to the art of water purification, but history will not be so well able to appraise Mr. Fuller's personal qualities of understanding, kindness, sound judgment and tact as are we who have been fortunate enough to have frequent contact with him in our daily work...Here

also should be recorded an acknowledgement of the debt the profession owes to Mr. Fuller, especially his chosen branch of the profession, for his liberal contributions of time and energy to its professional societies. It can be said without fear of contradiction that it was chiefly through his efforts that the American Water Works Association has been raised from the level of a social group to its present high standing as a technical organization. Mr. Fuller's passing also serves to reemphasize the youthfulness of sanitary engineering and the fundamental nature of the contributions made by a generation of notable men and women, now largely departed -- work that centered around the Lawrence Experiments and laid the foundation for present design methods and practices in water filtration . . . Fuller's achievements and those of others of his generation are a legacy to be utilized by the present generation to carry the art forward to greater perfection.

3.3. PROFESSIONAL AWARDS COMMITTEE

- A. PURPOSE:** To select awardees for the Dr. Kramer Award and the Donald R. Boyd Water Utility Manager Award per the following criteria.
- B. STRUCTURE:** The professional Awards Committee should consist of a Chairperson appointed by the section Chair and three (3) other members selected by the Committee Chair.
- C. Dr. Kramer Award**
1. Purpose of Award: In recognition of a paper that demonstrates excellence and professionalism, as well as presentation of useful and timely knowledge regarding drinking water.
 2. Award Description: Consists of a \$1,000 check (may be split among multiple authors) and a commemorative plaque.
 3. Frequency of Award: One per year; if no worthy paper is submitted, the award can be deferred.
 4. Eligibility for Award: Individual Missouri Section members and student members attending college in the state of Missouri. Award shall not be given to the same individual in consecutive years.
 5. Entry Requirements: Papers shall pertain to water utility research, design or operations. Papers shall be submitted in the format described on the AWWA website, Communications, e-Journal, Online Submission Guidelines.
 6. Submittal Deadline: Papers shall be submitted to the Professional Awards Committee Chair no later than January 31 immediately preceding the Annual Conference. Papers submitted after January 31 will be considered for the following year.
 7. Committee Duties: Solicit and evaluate entries based upon certain qualities, including the following: provides timely and useful information to a large audience within the section membership; is written in readily understandable style, yet maintains professional qualities; contains facts and materials that are well substantiated.

8. Presentation of Award: Award is to be presented at the Section's annual conference. Announcement of award recipient will be withheld until presentation of the award.
9. Publication Rights: Submittal of a paper to the committee for judging shall constitute a granting of publication rights to the Missouri Section AWWA and its right to submit any paper to AWWA National for publication.
10. Background Information: Dr. Warren A. Kramer was born July 16, 1896 in Franklin, Louisiana, on the Francis/Susie Sugar Cane Plantation owned by his family. He attended elementary and secondary school in Franklin and earned a B.S. Degree at the University of Mississippi and a M.S. at Louisiana State University. He received his Ph.D. in chemistry and chemical engineering from Ohio State University in Columbus, Ohio.

After earning his Ph.D., he accepted a position with the water company in Chicago, Illinois. He then became chief chemist with the St. Louis Water Division at the Chain of Rocks Water Plant. In 1938, he joined the Missouri Division of Health and served as chief engineer of water supply resigned in 1965 to become vice president of the Missouri Water and Wastewater Technical School in Neosho, Missouri. He also provided consultation services for various national, state and city organizations and facilities.

Dr. Kramer, affectionately called "Doc" by coworkers and friends, served for 31 years as secretary-treasurer of the Missouri Water and Sewerage Conference. He also served several years as secretary/treasurer of the Missouri Section AWWA and a term as Director from Missouri to the National Board of Directors, AWWA.

In 1950, Dr. Kramer was presented with the George Warren Fuller Award of the American Water Works Association and in 1965 he received the W. Scott Johnson Award of the Missouri Public Health Association. He was the recipient of the first W. Victor Weir Award of the Missouri Water and Sewerage Conference in 1968.

Numerous articles written by Dr. Kramer were published in the Missouri Water and Sewerage Conference Journal and News Bulletin. He was editor of these publications from their beginning in 1941 until

1970. He also authored articles published in the American Water Works Association Journal, as well as other publications. In 1969, he wrote the basic manuscript of the Laboratory Manual for Waterworks Operators for the Missouri Division of Health. The first copies came off the press the day of his death, January 12, 1970.

Dr. Kramer was an advocate of self-improvement and education and he believed in adult continuing education to help workers advance and stay current in their jobs. To this end, he conducted many training sessions for water and wastewater operators. He shared his vast knowledge of water purification and water conservation with all who would listen and learn.

Realizing the great need for operator training, he was one of two cofounders of the Missouri Water and Sewerage Technical School, started in 1960 in Neosho. In 1965, Dr. Kramer joined the school as vice-president and directed fund-raising, the scholarship program and recruitment activities, as well as teaching some classes. Through the school, Dr. Kramer conducted training courses in Jamaica to help that island country establish a better water system. For many years the school trained operators from Missouri and around the country. It became part of Crowder College in Neosho several years ago.

Dr. Kramer had a passion for providing clean drinking water and for maintaining the purity and beauty of our lakes, streams and rivers. He worked tirelessly toward these goals and encouraged and trained others to continue this work. He is remembered for his leadership in upgrading the waterworks facilities of towns across Missouri, for his insistence that water and wastewater operators be well trained and recognized for their efforts, and for inspiring a public appreciation for the water and wastewater industries.

D. DONALD R. BOYD WATER UTILITY MANAGER AWARD

1. Purpose of Award: In recognition of demonstrated exceptional managerial abilities with a community water supply.
2. Award Description: A plaque bearing the name Donald R. Boyd Water Utility Manager Award; the Missouri Section American Water Works Association Logo; the name and title of the recipient and the year of the award.
3. Frequency of Award: One per year; however, multiple awards can be given in one year. If no worthy recipient(s) exist, the award can be deferred.
4. Eligibility for Award: Individual Missouri Section members in a managerial position of a community water supply during the period of meritorious activities.
5. Entry Requirements: An award application form shall be submitted by any Missouri Section member for each nominee. All information requested on both pages of the form shall be provided in detail, including supporting data for justification and complete biographical information on the nominee. For continuing consideration by the Awards Committee, biographical data of nominees shall be updated annually. See Appendix E for entry form.
6. Submittal Deadline: Submitted to the Committee Chair by January 31 immediately preceding the section annual conference.
7. Committee Duties: Select an awardee(s) 30 days prior to the Section Annual Conference based upon qualifications including, at a minimum: integrity, reputation, contributions to the managerial process, and contributions to AWWA (Section and National).
8. Presentation of Award: Award is to be presented at the Section's Annual Conference. Announcement of award recipient will be withheld until presentation of the award.

3.4. KENNETH J. MILLER WATER FOR PEOPLE FOUNDERS' AWARD

- A. **PURPOSE OF THE AWARD:** Kenneth J. Miller Water For People Founders' Awards may be presented annually by Water For People/Water For People-Canada in honor of the untiring efforts of Kenneth J. Miller to help people of the world through Water For People. The Purpose of this award is to recognize volunteers for their outstanding service and leadership in the advancement of the Water For People mission.
- B. **THE AWARD:** A plaque and bronze pin.
- C. **FREQUENCY OF AWARD:** Annually, if deserved. One award per year per Section.
- D. **ELIGIBILITY FOR AWARD:** Any person who has provided exemplary service in Water For People through project facilitation, fund raising, education and/or raising the awareness of Water For People activities.
- E. **NOMINATIONS PROCEDURES:** Anyone may nominate an individual by submitting an official nomination form detailing the basis upon which the recommendation is made. The statement shall include a summary of the candidate's service with Water For People.
- F. **DEADLINES:** Nominations shall be submitted to the award committee by sixty (60) days prior to the Section's Annual Conference. The award committee shall choose one awardee and report its selection to the executive director of Water For People by March 10, in order to be recognized at the annual Water For People meeting in June. Information should include a copy of the awardee's nomination form and date of the Section's Annual Conference. The plaque and bronze pin will be provided by Water For People to the local group at cost. If not selected for the award, nominees may remain under consideration for three (3) years. Those not selected for an award in that time will be dropped from consideration. Candidates may be re-nominated.
- G. **AWARD COMMITTEE MEMBERSHIP:** The award committee shall consist of six individuals. The Section WFP Committee Chair who will serve as the award committee chair; the Section Chair; the Section Director; the two (2) most recent recipients of the award who are available to serve; and the Section Secretary/Treasurer.

- H. METHOD OF SELECTING AWARD RECIPIENT:** The award committee shall select a recipient from the list of candidates. Each year the committee shall determine if any candidates have helped advance the mission of Water For People over and above those efforts normally expected. It is emphasized that the performance of an awardee must be exceptional and extraordinary. The selection of the awardee shall require the vote of the committee to be unanimous. Otherwise, no selection shall be made that year.
- I. PRESENTATION OF THE AWARD:** The visiting AWWA officer will present the bronze pin at the Section Annual Conference. All plaques will be presented at the WFP annual meeting in June.
- J. LOCAL PUBLICITY:** A draft press release is attached for local publicity.

**THE KENNETH J. MILLER FOUNDERS' AWARD
FOR
OUTSTANDING VOLUNTEER SERVICE
TO
WATER FOR PEOPLE**

The Kenneth J. Miller Founders' Award was established in 2001 by the Board of Directors of Water For People to honor outstanding volunteer service being contributed to this international humanitarian effort. Water For People was conceived as a North American response to the water, sanitation and health needs of millions of families living in the developing world. From its beginnings, Water For People was envisioned to be a volunteer effort of the North American water community. The American Water Works Association (AWWA) leaders who organized Water For People believe that water professionals throughout North America would recognize the urgent necessity to support such a cause by contributing their financial assistance, organizational skills, and professional expertise. This they have done, as local groups of water and sanitation professionals launched active programs in support of Water For People. As the organization grew and began to accomplish its vision of service, it became evident that extraordinary volunteer efforts were being made at the local level and that this dedicated work ought to be publicly acknowledged and honored. The Founders' Award was established to do this.

The search for a model individual to exemplify the value of volunteer service and to underscore the importance of this award led immediately to Kenneth J. Miller of Denver, Colorado, one of the founders of Water For People and its first president.

Ken Miller has been a volunteer leader in AWWA and its related organizations for 40 years. He has held every office in the AWWA-Rocky Mountain Section and is one of its prestigious Fuller Awardees. His honors in AWWA include Honorary Membership, the Diven metal for Outstanding Service to AWWA, and the Abel Wolman Award of Excellence. Ken is the only person to serve as the chief elected officer of the American Water Works Association, the AWWA Research Foundation and Water For People.

Now retired, Ken was a Senior Vice President and Director of CH2M Hill Consulting Engineers. Previously he served with Denver Water and Denver Health Department. Although his entire career was dedicated to public water service, he made time for volunteer work in the Denver Chamber of Commerce, Colorado University and the Community College of Denver; the National Academy of Science Assembly of Engineers; and American Chemical Society; Christ Congregational Church; the Water Environment Federation, and numerous other social, civic, and educational organizations.

Now, after his distinguished career of national and local service, Ken Miller is deservedly retired. But when he is in Denver, not a week ever goes by without his contributing volunteer time at Water For People headquarters. The man is an unsurpassed model for those who would aspire to contribute to their community, their professional societies, their country and the needy of the world. That is why Water For People has named the Founders' Award after Kenneth J. Miller – in the hope of inspiring others to emulate his example of self-sacrificing volunteer service.

Hear today, the (name of local presenting group) wishes to honor one of its own who is following in the footsteps of Ken Miller.

(CONTINUE WITH LOCAL AWARD BY REFERRING TO AWARDEE'S OFFICIAL ENTRY FORM)

4. ANNUAL CONFERENCE MANAGEMENT COMMITTEES

4.1. CONFERENCE MANAGEMENT COMMITTEE

- A. PURPOSE:** The committee is responsible for the supervision and coordination of the local convention preparations and arrangements described in detail below under the duties of the various local communities. It is also responsible for selecting of personnel of the local committees, for developing a schedule and timetable for progress and completion of local committee activities, and for keeping the Section Chair informed concerning development of the local committee activities.
- B. STRUCTURE:** The committee will consist of a General Chair and a Vice Chair (if possible, the general Chair from the current host area and the Vice Chair from next year's host area). As a general rule, each member of the CONFERENCE MANAGEMENT COMMITTEE will serve as Chair of one of the various local committees required for convention preparation. Thus, in most instances, the committee will consist of at least seven members in addition to the Chair and Vice Chair. The Secretary/Treasurer will serve as the Chair of the Finance Subcommittee.
- C. FUNCTION:**
1. To provide guidance for the local committees and to supervise and coordinate the activities and progress of each, thus preventing duplication of effort and ensuring overall continuity of results.
 2. To develop a timetable for the progress and completion of local committee activities and to regularly check the progress of all planning.
 3. To supply information pertaining to the local arrangements needed by the Program and Publicity Committees.

In connection with the program, the CONFERENCE MANAGEMENT COMMITTEE shall be responsible for the following duties:

1. Getting all the local information that is to be printed in the program to the Secretary/Treasurer by 90 days prior to the annual meeting. This includes costs, location and time of the various functions

planned by the Conference Management Committee, plus the costs and location of the various breakfasts, luncheons, and banquet.

2. To make necessary arrangements for meeting press and changing rooms, necessary projectors, blackboards, etc., after the Program Chair supplies the time and approximate attendance at the various sessions, as well as aids needed by the speakers.
3. To supply someone to give the invocation at the opening as well as the Awards Luncheon and Annual Banquet.
4. To supply a local dignitary to make a ten minute address of welcome at the opening session if desired by the committee.

D. DUTIES: Arrange for, produce, and bring to a successful conclusion, the annual conference. In the case of a joint conference with another organization, duties will be shared in an equitable fashion between the two organizations. The following local subcommittees and their duties are listed to aid the committee:

4.2. FINANCE SUBCOMMITTEE

A. Budget: Responsible for formulating a proposed budget for presentation to and approval by the Board, Missouri Section AWWA, at the fall meeting. The budget should include the following items:

1. Anticipated Income
 - a. Registration
 - b. Tickets for various events, such as the golf tournament, awards luncheon, etc.
 - c. Donations
 - d. Sponsorships
 - d. Other sources
2. Anticipated Expenditures
 - a. Stamps and mailing
 - b. Program printing
 - c. Entertainment
 - d. Special entertainment features
 - e. Buses and other transportation
 - f. Luncheons, such as awards
 - h. Banquet

- i. Prizes
- j. Special tours
- k. Administrative expenses
- l. Expenses for invited guests
- m. Golf tournament
- n. Badges and stickers
- o. Special registration mementos
- p. Speaker's mementos

B. Funds: The Secretary/Treasurer shall arrange to handle funds connected with the annual meeting.

1. A schedule is normally prepared for the Chair of the Registration subcommittee and approved by the General Chair showing the assignment of various duties of the registration desk. This will include the receipt of money and the issuance of tickets as required for the various events. This shall be coordinated with the Secretary/Treasurer.
2. Normally, the host hotel will furnish a safety deposit box and all monies, checks, etc., will be kept in this box, except as required at the desk during registration hours. Arrangements should be made for daily deposit of funds.
3. The Registration Subcommittee is responsible for handling all advance registrations.
4. The Secretary/Treasurer is responsible for paying all valid bills, including those accumulated during, before and shortly after the annual meeting.

C. Advance Registration: The Secretary/Treasurer should be responsible for distributing programs and information related to the annual meeting to all members on the mailing list. The program distribution should include information from the hotel or from the local Chamber of Commerce. The Program should be created as soon as a complete format is agreed upon by the Program Chair and distributed electronically to all members and others on the mailing list. It should be noted that, in many cases, members may have to receive prior approval before attending an annual meeting with the program serving as the basis for attendance.

4.3. EVENT DETAILS SUBCOMMITTEE

This subcommittee is responsible for completing the necessary detailed arrangements for the technical sessions and social functions with the hotel and/or convention hall; for supplying all equipment, projectors, public address systems, etc. needed for the convention sessions, for insuring the proper preparation of the technical session and social event meeting rooms; or providing meeting rooms, monitor service for each session; and for assisting other subcommittees in making similar arrangements. Specific duties of the subcommittee are as follows:

1. Arrange with hotel and/or convention hall management all details concerning equipment and setup of technical sessions and social events meeting rooms. This is to be coordinated with the Program Chair.
2. Prepare, with the assistance of the Program Chair and Registration Subcommittee, a list of all necessary equipment needed for (a) technical and social event meeting rooms, (b) press room, and (c) registration setup.
3. Examine and check the availability and suitability of equipment to be furnished by or obtained from the hotel and/or convention hall.
4. Obtain from local sources firm commitments for equipment rental and operator's services not available from the hotel or convention hall. All such quotations must be cleared through and approved by the Event Details Committee. These orders shall be placed as soon as equipment needs are known to the subcommittee and approved by the Event Details Subcommittee Chair.
5. Prepare a detailed schedule of all equipment to be used for each convention session and function, showing equipment needed, from where it is to be obtained, location, and time of use.
6. Prepare a schedule of assignments for committee members to act as monitors for each convention session and function. The monitor's duties will be:
 - a. To check each meeting room prior to every session for the presence and satisfactory arrangement or setup of all necessary equipment (see Item 5).

- b. To check each meeting room prior to each session for satisfactory lighting, ventilation, speaker's water pitcher and glasses, speaker's name place cards, etc.
 - c. To remain in attendance during entire time of each session to assist with equipment use, to regulate room ventilation and lighting, to distribute any materials for the chair or speakers, to check proper closure of entrance and exit doors, and to do whatever appears advisable to insure the smooth function of each session.
- 7. Arrange for placement, removal, and storage, as necessary, of all registration desk and meeting room signs, section banner and audio-visual equipment.
- 8. Inform the convention bureau representatives and the hotel executive, the nature of the convention and that the policy of the organization permits press coverage and arrange for adequate press coverage facilities, which should include:
 - a. Name and location of staff member who the news media can contact.
 - b. Arrange for interviews with speakers, including making available biographical material and photographs of the speakers, as well as copies of their speeches, either through advance copies or arrangements for immediate copy reporting.
- 9. Photographic work - Commercial photographer can give you good coverage but you must establish guidelines for the number and type of shots at each activity or BUDGET BEWARE! Provide a copy of award photo for each award recipient as well as copies for reporting and the SHOW-ME Magazine.
- 10. Speakers and guest at social events should be advised of time limit on speeches to control the program.
- 11. Coordinate with the Section Director to prepare VIP itinerary showing transportation arrangements to and from local airports, functions at which participation is expected, dress requirements, etc. and distribute this itinerary to the VIP prior to arrival at the convention.

4.4. REGISTRATION SUBCOMMITTEE

The Secretary/Treasurer shall coordinate with the Chair of the registration subcommittee which has the task of affecting the orderly registration of all; selling or supervising the sale of social event tickets, and accounting for all tickets issued to the registration desk.

- A. All members and guests, including spouses, attending any of the convention technical sessions, or the exhibits, are required to have a name badge as a receipt for registration or other admission fee.
- B. Admission to all social events will be by badge or ticket only. Social event tickets will be sold only to registered members and guests.

Detailed duties of the Registration Subcommittee are:

1. Prepare a schedule of working hours for the registration personnel, including Registration Subcommittee Members, who will ensure an adequate personnel staff at the registration desk at all times. Specific personnel and working hour requirements should be developed in the detailed registration operation plan.
2. Prepare for the Event Details Subcommittee a list of all equipment needs for the operation of the registration desk. Check with this subcommittee on the procurement of such equipment and assist in the setting up and between session storage for such equipment.
3. Supervise or operate the registration desk for speedy registration of members and guests, the payment of registration fees, and the sale of tickets for all social event functions. A detailed plan for the organization of the registration desk and the operation of the registration personnel is given in the following section. In general, registration, payment of registration fees, distribution of convention badges and programs, sale of social event tickets, inspection trip reservations, etc., will be arranged as a continuous process which will occur simultaneously at several "stations" at the registration desk.

4.5. ENTERTAINMENT AND BANQUET SUBCOMMITTEE

The Entertainment and Banquet Subcommittee is to arrange for the entertainment features, together with supporting personnel and equipment, scheduled for the convention social functions. All arrangements for entertainment will be in accordance with the limitation imposed by the conference budget. When the subcommittee has made a tentative selection of the entertainment and has obtained firm quotations for the entertainers, supporting stage personnel, sound and lighting equipment, etc., it should report to the Conference Management Committee and secure approval before making definite commitments.

The Entertainment and Banquet Subcommittee will report to the Conference Management Committee its final commitments so that the information may be made available to the Program and Publicity Committees. It will request the assistance of the Event Detail Subcommittee in providing any special equipment needed for the entertainment. It is also to:

1. Confer with a convention bureau representative to obtain pertinent information concerning the city and activities of interest to convention registrants:
 - a. Attractions
 - b. Events
 - c. Sightseeing possibilities
 - d. Sports
 - e. Special events

NOTE: Supplement with photographs when available and appropriate.

2. Make arrangements for the menus and the seating and table arrangements for the banquet and all organized meal functions. Seating arrangements at the head table will be approved by the chair of the section.
3. Prepare free-standing name place cards for head table and place them facing the audience. Prepare head table and trustee tables name place markers using registration badge inserts and place these at the locations where each named person is to sit.

4.6. LOCAL HOST SUBCOMMITTEE

The duties of this subcommittee are implied in its name. Its members will serve as hosts and hostesses for the convention social functions and, as such, will perform the traditional duties of a host. Specifically, the duties of the Local Host Subcommittee will be:

1. To welcome the guests on their arrival at social functions, making everyone acquainted and in general placing those attending at ease.
2. To arrange for a Local Information booth or table to be located near the registration desk. Information pertaining to local points of interest, stores, theater and other attractions might thus be made available. The subcommittee should arrange to have one of its committee members in attendance at all times if such a booth is provided.

4.7. GOLF SUBCOMMITTEE

The Golf Subcommittee will be responsible for selecting a suitable golf course, arranging advance publicity, and soliciting golf prizes and trophies.

1. Golf trophies (usually four in number) and prizes are awarded at the Annual Awards Luncheon.
2. Entrance fee for golf is based on making this event self-supporting so that no subsidy is required from the Association.

4.9. TECHNICAL PROGRAM SUBCOMMITTEE

- A. **PURPOSE:** To prepare a Technical Program for the annual conference that follows the theme as directed by the Section Chair and that contains speakers and topics of high quality and general interest. The technical program shall consist of detailed sessions which may be concurrent and/or joint and may include an opening plenary session.
- B. **STRUCTURE:** The Technical Program Subcommittee will consist of a chair who shall be the Vice Chair of the Section and members as selected by the subcommittee chair.
- C. **DUTIES:** The subcommittee will coordinate the technical program by arranging session formats and start/ending times and providing speaker audio/visual needs.

4.10. EXHIBITS SUBCOMMITTEE

- A. **PURPOSE:** To solicit vendors to exhibit goods and services at the Annual Conference in order that these products and services are made familiar to the conference attendees.
- B. **STRUCTURE:** The subcommittee will consist of a Chair and at least one (1) other member.
- C. **DUTIES:** The subcommittee will solicit vendors and manufacturers to exhibit goods and services and arrange booth exhibition space with the host hotel. Booth draping and electricity, if required, will also be arranged for by the subcommittee along with any other reasonable set-up requirements to focus attention on the goods and services exhibited.

5. AD HOC COMMITTEES:

Ad Hoc committees may be created at any time by the Chair to undertake special projects such as, but not limited to, Cross-Connection Control, Affiliate Grade Membership, Water Quality, National Nominations, and Water for People

6. SPECIAL APPOINTMENTS:

"The Section Chair may from time to time make special appointments to outside agencies upon request."

7. INSTALLATION OF OFFICERS CEREMONY

CHAIR:

We shall proceed with the installation of officers.

Introduction of installing officer (to be national officer, national director or a Past Chair)

The officers elect for the Missouri Section - American Water Works Association, are: (give name of each officer)

Chair

Chair Elect

Vice Chair

Secretary-Treasurer

Assistant Secretary-Treasurer

Trustees (6)

Director

I present to you the officers-elect of the Missouri Section - American Water Works Association.

INSTALLING OFFICER:

You have been chosen to fill the various offices of the Missouri Section. Always remember that the welfare and success of this section depend upon you. You will be our voice for the Missouri Section - American Water Works Association, and represent to the citizens of Missouri the mission of AWWA - The promotion of public health and welfare by assuring drinking water of unquestionable quality and sufficient quantity. As leaders for the drinking water profession, you must be an effective instrument of change by advancing the technology, science and governmental policies relative to the public drinking water profession's role in stewardship of water resources. We must be examples in which people may have confidence, that they may learn that they can depend on us in matters affecting their health, safety and welfare.

Please raise your right hand and repeat after me:

I promise to perform faithfully all the duties of the office to which I have been elected by the members of the Missouri Section.

DIRECTOR--You shall represent the Missouri Section at the national level, and shall represent national and Missouri in the deliberations of the other and shall act to coordinate and unify their actions.

TRUSTEES--You shall take part in all actions of the Board and act as a liaison between the Board and the committees you are given responsibility for by your chair.

SECRETARY-TREASURER--Your office is one of trust. You are responsible for the payment of our obligations and collection of moneys due. You shall attend all meetings and duly record the proceedings thereof. Guard well your trust!

ASSISTANT SECRETARY-TREASURER--You shall perform the duties of the Secretary-Treasurer when absent and assist whenever needed.

VICE CHAIR--You will be responsible for the program of our annual conference.

CHAIR ELECT--To you is given the active cooperation with the Chair for whatever is required. In the absence of the Chair, you will be prepared to assume the duties of the Chair.

CHAIR--Great trust has been reposed in you for your election to the highest office of this section. To you is entrusted the supervision of the duties of all officers. To you is entrusted the responsibility for the success of the year's program. As you assume your duties as Chair, I charge you to carry the obligation that is yours, and to uphold the mission of the AWWA.

I congratulate this section upon the officers you have chosen. Will the members of the section please stand. You have heard the pledge of your officers-elect. Unless they have your wholehearted support, they will not be able to fulfill the pledge so faithfully given. Do you therefore promise to support these, your officers, as they guide this section through the coming year? Will you assist them whenever you are called upon for help in undertaking the various activities they plan? Will you encourage and advise them and refrain from unjust criticism of their plans and actions? If so, answer "I will".

Let these mutual pledges be your commitments that the Missouri Section - American Water Works Association, may be an increasingly greater force

for the well-being of all Americans. Ladies and Gentlemen -- here are your new officers!

Will Chair (name of outgoing Chair) now present the gavel to Chair (name of incoming Chair) thereby symbolically transferring authority and responsibility for leadership to your new officers?

OUTGOING CHAIR: (presentation of gavel)

To you as new Chair of the Missouri Section - American Water Works Association, I present this gavel, your symbol of authority. May you use it with discretion in the best interest of this section.

INCOMING CHAIR: (presentation of plaque to Outgoing Chair)

As you retire from this office, be assured you take with you the respect and appreciation of the members. I present to you this plaque in thanks for your service to the section.

NEW CHAIR COMMENTS:

APPENDIX A
APPLICATION FOR THE
J.R. POPALISKY SCHOLARSHIP FUND
OF THE
MISSOURI SECTION, AMERICAN WATER WORKS ASSOCIATION

NAME _____
(Last,) (First) (Middle)

Permanent Mailing Address _____

(City,) (State) (Zip)

Telephone Number _____ **Date of Birth** _____
(Area Code & Number) (MM/DD/YY)

College/University _____

School Mailing Address _____

(City,) (State) (Zip)

Major Field of Study _____

Cumulative Grade Point Average _____

INSTRUCTIONS:

If you are selected to receive a scholarship, the amount of the award will be either twenty-five hundred dollars (\$2,500) or one thousand dollars (\$1,000).

Submit this application to:

INCLUDE WITH APPLICATION:

1. Prepare an essay of two pages or less discussing the course of study in which you are enrolled and the occupation in which you plan to use your education.
2. Resume indicating any work experience, on or off campus activities, professional organization affiliations, and any special honors and scholarships.

**UNIVERSITY OR COLLEGE OFFICIAL OR PROFESSOR CERTIFICATION
FOR THE J.R. POPALISKY SCHOLARSHIP FUND
OF THE
MISSOURI SECTION, AMERICAN WATER WORKS ASSOCIATION**

1. Applicant's Name _____

2. I hereby certify that academic information and summary of activities as submitted in this application are correct and that the applicant meets the eligibility requirements as outlined.

3. I hereby certify that the applicant is a citizen of the United States of America.

College Official's Signature _____

Date _____

Printed Name _____

Title _____

College/University _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____

**APPLICATION
CONFIDENTIAL FINANCIAL ANALYSIS
FOR THE
J.R. POPALISKY SCHOLARSHIP FUND
OF THE
MISSOURI SECTION, AMERICAN WATER WORKS ASSOCIATION**

This section should be completed by the parent, guardian, or Applicant (if self-supporting) or an Applicant wishing to be considered for a scholarship. If this section is not completed when application is made for scholarship, it will be assumed that no financial need exists.

1. FAMILY'S GROSS ANNUAL INCOME: \$ _____
NET TAXABLE INCOME: \$ _____

2. Number of children who will be in college during the next four years and the estimated annual amount to be contributed by the family toward their education (exclude the Applicant for this scholarship).

If Applicant is independent and self-supporting, indicate "NOT APPLICABLE."

3. Information on Applicant's Father. If Applicant is independent and self-supporting, indicate "NOT APPLICABLE."

Name _____ Is he living? _____

Address _____ City _____

State _____ Zip Code _____

Employer _____

Occupation _____

4. Information on Applicant's Mother. If applicant is independent and self-supporting, indicate "NOT APPLICABLE."

Name _____ Is she living? _____

Address _____ City _____

State _____ Zip Code _____

Employer _____

Occupation _____

5. Information on Applicant, if Self-Supporting:

Name _____ Address _____

City _____ State _____ Zip Code _____

Employer _____

6. Name of individual(s) who support the Applicant _____

7. If the individual(s) named in Item 6 is someone other than the Applicant's father or mother, please complete the following:

Relationship of individual(s) to Applicant:

Name _____ Relationship _____

Address _____

City _____ State _____ Zip Code _____

Employer _____ Occupation _____

Name _____ Relationship _____

Address _____

City _____ State _____ Zip Code _____

Employer _____ Occupation _____

8. I hereby certify that the above information accurately reflects my current financial status.

(Signature of Parent, Guardian, Applicant)

Date

APPENDIX B

GIMMICK OR GADGET ENTRY FORM

NAME: _____

ADDRESS: _____

AWWA MEMBERSHIP NUMBER: _____

(No entry will be accepted without a valid membership number)

PHONE: WORK: _____ **HOME:** _____ **FAX:** _____

What is the name of your GIMMICK OR GADGET?

What is the use of the GIMMICK OR GADGET?

What benefit is provided by the GIMMICK OR GADGET?

SUBMIT ENTRIES TO: GIMMICK OR GADGET CHAIR

ENTRY DEADLINE: February 20 of Competition year.

APPENDIX C

ENTRY FORM

SUBMIT TO SECTION SECRETARY

AWWA OPERATOR'S MERITORIOUS SERVICE AWARD

Deadline for Submission _____
Return to: _____
Address: _____

1. Nominee Utility
Full Name: _____ Name: _____
Title: _____
Time Period of Meritorious Service: _____
Mailing Address: _____ Address: _____
Phone Number: (____) _____ Phone Number: (____) _____

- 2. Eligibility: Please note the area(s) of the nominee's accomplishments:
a. Continuous compliance with public health standards in finished water. _____
b. Consistent and outstanding contribution to plant maintenance thereby prolonging the useful life of equipment. _____
c. The development of new and/or modified equipment or significant process modifications to provide for a more efficient or effective treatment. _____
d. Special efforts in the training of treatment plant operators. _____
e. Special acts not directly related to water treatment, but which demonstrate dedication to the public beyond the normal operating responsibilities. _____
f. Consistent and outstanding contribution to operation and/or maintenance of distribution lines, pump stations and reservoirs. _____

3. **Justification:** Please note the nominee's accomplishments which entitle him to receive this award: _____

4. **Biographical Data:** Please complete the Biographical Data Form on the back of this sheet.
5. **Citation:** Please provide recommended citation of 50 words or less: _____

Submitted by: _____
Name (please print) Date
Mailing Address: _____

Phone No.:(_____)_____

(Attach Additional Sheets as Required)

BIOGRAPHICAL INFORMATION

(Print Clearly or Type)

a. Brief employment history:

b. Civic organization memberships (Lions, Kiwanis, school board, etc.)_____

c. Year joined AWWA _____ **and offices held** (indicate whether Section or Association level): _____

d. Professional organization memberships:_____

e. College(s) _____ **Degree** _____
& Year _____

_____ **Degree** _____
& Year _____

f. Publications - List three major publications:

(Attach additional information as necessary)

APPENDIX D

ENTRY FORM

SUBMIT TO SECTION

AWWA GEORGE WARREN FULLER AWARD

Deadline for Submission: _____

Return To: _____

Address: _____

1. **Nominee's Full Name:** _____

Title: _____

Mailing Address: _____

Phone Number: (_____) _____

2. **Eligibility/Justification:** Please provide details of the nominee's "distinguished service in the water supply field" which entitle him/her to this award in the space provided below:

3. **Biographical Data:** Please complete the Biographical Data Form on the back of this sheet.

4. **Citation:** Please provide a recommended citation of 50 words or less:

Submitted By: _____

Name (please print)

(Date)

Mailing Address: _____

Phone Number (_____) _____

BIOGRAPHICAL INFORMATION

(Print Clearly or Type)

a. Brief employment history:

b. Civic organization memberships (Lions, Kiwanis, school board, etc.)_____

c. Year joined AWWA _____ **and offices held** (indicate whether Section or Association level): _____

d. Professional organization memberships:_____

e. College(s) _____ **Degree & Year** _____

_____ **Degree & Year** _____

f. Publications - List three major publications:

(Attach additional information as necessary)

APPENDIX E

ENTRY FORM

DONALD R. BOYD WATER UTILITY MANAGER AWARD

Deadline for Submission: JANUARY 31

Return to: Professional Awards Comm. Chair

Address: By e-mail

1. Nominee

Full name: _____

Title: _____

Time Period of Meritorious Service: _____

Phone Number: (_____) _____

Mailing Address: _____

Community Water Supply _____

Name: _____

Phone: (_____) _____

Address: _____

2. Selection Criteria:

- a. Integrity
- b. Reputation
- c. Contributions to the managerial process
- d. Contributions to AWWA (Section & National)
- e. Any other submitted qualifications

3. **Justification:** Please note the nominee's accomplishments which entitle him to receive this award. _____

4. **Biographical Data:** Please complete the Biographical Data Form on the back of this sheet.

5. **Citation:** Please provide recommended citation of 50 words or less: _____

Submitted By: _____

Name (please print)

(Date)

Mailing Address: _____

Phone Number (_____) _____

BIOGRAPHICAL INFORMATION

(Print Clearly or Type)

a. Brief employment history:

b. Civic organization memberships (Lions, Kiwanis, school board, etc.)_____

c. Year joined AWWA _____ **and offices held** (indicate whether Section or Association level): _____

d. Professional organization memberships:_____

e. College(s) _____ **Degree & Year** _____

_____ **Degree & Year** _____

f. Publications - List three major publications:

(Attach additional information as necessary)