



## **BYLAWS COLORADO WATER/WASTEWATER RESPONSE NETWORK**

### **ARTICLE I – NAME**

The name of the organization shall be "Colorado Water/Wastewater Agency Response Network" hereinafter referred to as CoWARN.

### **ARTICLE II – PURPOSE**

The purpose of CoWARN is to facilitate a formalized system for water and wastewater utilities to help each other with mutual aid during emergency situations. The decision to provide aid is a decision to be made every time the CoWARN system is activated. CoWARN is a partnership between utilities, various state and local agencies, and water and wastewater organizations.

### **ARTICLE III – MEMBERSHIP**

#### Section 1 - Eligibility for Membership and Participation

Membership is open to all public and private water and/or wastewater systems operating in Colorado. Participation, as an associate representative, is open to other public and private parties interested in supporting CoWARN.

#### Section 2 – Members and Associate Representatives

##### 2.1 –Member

A public or private water and/or wastewater utility operating in the State of Colorado that has executed the CoWARN Mutual Aid and Assistance Agreement (MAA). A public or private utility agency with both water and wastewater operations may join as individual (water or wastewater) or combined members (water and wastewater), as long as each member executes the MAA.

##### 2.2 –Associate Representative

Associate Representatives supporting and participating in CoWARN may include:

2.2.a - State and local government agencies, and water and wastewater organizations.



## Section 3 – Voting

### 3.1 – Voting Privileges

Voting is limited to only member organizations.

### 3.2 – Matters to be voted on

#### 3.2.a – All Members of CoWARN:

Items affecting the CoWARN membership not otherwise specified in section 3.2.b

#### 3.2.b – Members of the Steering Committee vote on amendments

to the Bylaws, amendments to the Operational Plan, approval of Steering Committee meeting minutes, position statements, letters of support, the addition of new Associate Representatives, elect Members of the Steering Committee to fill the positions of Chair, Vice Chair, Secretary, and Website Administrator and other items as defined in Article IV Section 1.4 of the Bylaws

### 3.3 - Procedure

Each member is entitled to a total of one vote. A public or private utility agency with both water and wastewater operations that joined as individual members (each having signed its own MAA) is entitled to a total of one vote.

Voting may take place in-person or over the phone during meetings, and/or by email.

Votes will be tallied by the Chair and recorded by the Secretary.

In instances when a meeting is announced by letter or email at least one week in advance, a quorum is formed by those meeting participants with voting privileges. During the meeting, an affirmative vote of a majority of those voting members present shall be required to authorize action on any matter.



In instances when a vote is announced by letter or email one week in advance, a quorum is formed by those voting participants. An affirmative vote of a majority of those voting participants shall be required to authorize action on any matter.

In instances when action needs to be taken more quickly than one week's notice will allow, the Steering Committee may take action as long as a majority of the Steering Committee is in agreement with the action.

## **ARTICLE IV – ORGANIZATION**

### Section 1 - Steering Committee

#### 1.1 – Composition

The Steering Committee shall consist of the following individuals: Chair, Vice Chair, Secretary, Web Administrator, utility at large representatives, and associate representatives. When representation is available, the Steering Committee will include associate representatives from the following organizations: Colorado Rural Water Association, Colorado Department of Public Health and Environment, Rocky Mountain Section American Water Works Association, Rocky Mountain Water Environment Association, Rural Community Assistance Partnership, Colorado Division of Homeland Security and Emergency Management. The voting members of the Steering Committee may vote to include associate representatives from additional organizations. The Chair, Vice Chair, and utility members at large shall be from Member organizations (utilities). Steering Committee members will be elected during Steering Committee meetings or an annual CoWARN meeting when held.

#### 1.2 – Duties of the Statewide Committee Members

##### 1.2.a - Chair

The Chair shall preside over all CoWARN Steering Committee meetings except subcommittee meetings. The Chair may call, and set/provide the agenda for, meetings of the Steering Committee; and exercise such duties as customarily pertain to the office of the chair.

##### 1.2.b - Vice-Chair



The Vice-Chair shall have such powers and perform such duties as may be assigned by the CoWARN Steering Committee or the Chair. In the absence of the Chair, the Vice-Chair shall perform the duties and exercise the powers of the Chair.

#### 1.2.c - Secretary

The Secretary shall oversee the keeping of minutes of CoWARN. The Secretary shall cause notice to be given of meetings of CoWARN. The Secretary shall have general charge of the records, documents and papers of CoWARN.

#### 1.2.d - Website Administrator

The Website Administrator shall ensure the website is functioning and ready in the event of an emergency, and ensure the meeting minutes, and other documents are posted on the CoWARN website.

#### 1.2.e – Utilities at large members

Utilities at large members shall participate in committee activities and decisions as voting members.

#### 1.2.f – Associate Representatives

Associate Representatives provide support and guidance regarding CoWARN activities to other committee members.

#### 1.2.g - Term of Office

The term of office for Steering Committee Members shall be one year. These members may succeed themselves.

#### 1.2.h – Vacancies

If a seat on the Steering Committee becomes vacant before the end of the individual's term, the Chair shall appoint a replacement until the next annual meeting if held where a replacement shall be elected.



### 1.3 – Duties of the Steering Committee

The duties include:

- conducting the affairs of CoWARN including the designation of subcommittees;
- ensuring the keeping of CoWARN membership records;
- ensuring the maintenance of the CoWARN web site;
- supporting plans and programs designed to achieve the purpose of CoWARN;
- developing policies, programs, or plans adopted at the Annual Meeting that may be held of the committee;
- ensure the policies of CoWARN are consistent with its objectives and purposes;
- providing for optional annual and special meetings of CoWARN;
- providing for the dissemination of information to the members or general public as may be needed;

## **ARTICLE V – MEETINGS**

Section 1 – All CoWARN meetings shall be open to all Members and Associate Representatives.

Section 2 – Annual Meeting

There may be an annual meeting to elect Steering Committee members, and to discuss other current business.

Section 3 – Subcommittee Meetings

Subcommittees shall meet as often as necessary to accomplish their purpose.

Section 4 – Other Meetings

The Steering Committee Chair shall call other special meetings as deemed necessary.

Section 5 – Parliamentary Authority



Any items not covered by CoWARN bylaws shall revert to Robert's Rules of Order as the Parliamentary authority for guidance. Committee meetings may be conducted, at the discretion of the Chair, in accordance with Robert's Rules of Order, latest edition.