

# Colorado Wastewater Utility Council

## Policy Document 004

### Meetings

#### **Regular Meetings:**

- Meetings will be held the second Wednesday of predetermined months
- Location will be to be determined
- Agenda will be sent out to the membership via email and posted on the website one week in advance of the scheduled meeting
  - If there is a GoToMeeting connection for a particular meeting, the agenda will be accompanied by the following information:
    - Link for the web
      - User name
      - Passcode
    - Call in phone number
      - Master number
      - Passcode
- Agenda will consist of at least the following:
  - Determination of Quorum
  - Approval of last meetings minutes and financials
  - Report of financials
  - Approval of guidance documents changes
  - Reports from committees
  - Reports from liaisons form other Associations/Originations
  - Presentations being given(may be given first depending on speaker needs)
  - Open discussions

#### **Annual Meeting:**

- An Agenda will be sent out to the membership via email at least two weeks before the scheduled meeting
- **Note: Voting on Bylaw changes and notice of the Board Officer election will need to be sent to all members 30 days before the Annual Meeting**
- Agenda will consist of at least the following:

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- Determination of Quorum
- Approval of Annual reports
- Annual reports from Committees
- Vote on Bylaw and Policy changes
- Monthly meeting schedule and proposed locations for approval.

### **Special meetings:**

- Strategic Planning
- Budget Planning
- Other Meetings

Special meetings are called by the Chair and are intended to discuss and approve/disapprove issues that cannot wait until a normally scheduled meeting. In an effort to keep membership apprised of activities performed on their behalf, results of special meetings will be discussed at regular meetings.

- Agenda is not needed, an email with the issue for discussion with a proposed conference call date/ time, conference call number and pass code.
- Documentation of this meeting is required and will need to be placed on the agenda at the next regularly scheduled meeting.