1.0 Introduction and Background

1.1 Introduction

This document provides the framework of the policies and procedures for the Water Environment Federation House of Delegates relative to leadership roles and responsibilities, meetings, committee and work group structure, communication, and delegate responsibilities.

1.2 Water Environment Federation

The Water Environment Federation (WEF) is organized and operated as a not-for-profit organization under the U. S. Internal Revenue Service Code, 501(c)(3).

1.3 Board of Trustees

The Board of Trustees is the governing body of the Federation and holds legal authority and fiduciary responsibilities on behalf of the Federation and its membership. The Board is responsible for the supervision, control, and direction of the Federation under such rules as the Board may determine, subject to the specific conditions of the Constitution and Bylaws.

1.4 House of Delegates

The House of Delegates is the deliberative and representational body of the Federation. It advises the Board on matters of strategic direction and public policy development and has authority to elect and remove Trustees only to the extent provided for in the Constitution and Bylaws.

1.5 Duties of the House of Delegates

1.5.1 Shall advise the Board on strategic direction and on policies and initiatives of the Federation through the Speaker of the House and Steering Committee.

1.5.2 Shall review the budget report from the Board and provide comments to the Board on its consistency with the Strategic Plan and other initiatives.

1.5.3 Shall confirm nominations from the President of members to serve as Trustees on the Board.
1.5.5 May remove Trustees in the manner provided by WEF Constitution & Bylaws.

1.6 Acronyms

The following is a list of acronyms used in this document:

- BOT: Board of Trustees
- CLC: Committee Leadership Council
- HOD: House of Delegates
- MA: Member Association
- WEF: Water Environment Federation
- WEFMAX: WEF MA eXchange

2.0 House of Delegates Leadership

2.1 Speaker of the House

2.1.1 Qualifications

The Speaker of the House shall be a person having the rights and privileges of an Individual Member, has served at least 2 years as a Delegate, and has signified willingness to serve.

2.1.2 Nomination and Election

The Speaker of the House shall have been recommended by the HOD Nominating Committee, presented by the President to the HOD for confirmation by a majority vote of the HOD. Under normal circumstances, the Speaker of the House will have been selected, presented and confirmed as Speaker-Elect after at least 2 years serving as a delegate before advancing to the Speaker position.

2.1.3 Term

The Speaker of the House shall serve a term of approximately one (1) year, which term shall start at the organizational meeting of the HOD following his/her election and continue until his/her successor qualify.

2.1.4 Responsibilities

The Speaker of the House shall have general supervision of the affairs of the HOD.

The duties and responsibilities of the Speaker of the House shall include, but may not be limited to, serving as a member of the HOD Steering and WEFMAX Committees, organizing HOD standing committees (Nominating, Steering, WEFMAX, Outreach and Budget), establishing work groups as needed, creating agenda for all HOD meetings, serving
as liaison to the BOT, attending BOT meetings as required, and attending at least two (2) WEFMAX meetings.

2.2 Speaker-Elect

2.2.1 Qualifications

The Speaker-Elect of the House shall be a person having the rights and privileges of an Individual Member, shall be entering or completing at least two years serving as a Delegate and shall have signified willingness to serve.

2.2.2 Nomination and Election

Each year between May 1 and July 31, nominations for the Speaker-Elect will be received by the HOD Nominating Committee. The Speaker-Elect of the House shall have been selected by the HOD Nominating Committee, presented to the HOD and confirmed by a majority vote of the HOD.

2.2.3 Term

The Speaker-Elect of the House shall serve a term of approximately one (1) year, which term shall start at the organizational meeting of the HOD following his/her election and continue until his/her successor qualify.

2.2.4 Responsibilities

The Speaker-Elect of the House shall assist the Speaker of the House in the performance of prescribed duties. These shall include, at a minimum, serving as a member of the HOD Steering Committee, HOD Nominating Committee, HOD Budget Committee, attending at least two (2) WEFMAX meetings and one (1) BOT meeting, and attending meetings when the Speaker is not able to attend. In the absence of the Speaker, the Speaker-Elect shall act. In addition the Speaker-elect shall serve as the House liaison to the Committee Leadership Council.

2.3 Past Speaker of the House

2.3.1 Qualifications

This person is the immediate Past Speaker of the House of Delegates, and the purpose is to provide continuity for the organization.

2.3.2 Nomination and Election

This section is not applicable.
2.2.3 Term

The term of the Past Speaker shall be approximately one (1) year, which term shall start at the organizational meeting of the HOD following his/her election and continue until his/her successor qualify.

2.2.4 Responsibilities

The Past Speaker of the House shall work in an advisory position to the Speaker of the House in the performance of prescribed duties. In addition, the past-speaker shall attend Steering Committee meetings, and will fill in for the Speaker and Past-Speaker as-needed at House of Delegates meetings, WEFMAX and other events.

3.0 HOD Meetings and Working Sessions

3.1 Overview

Meetings are held throughout the year to offer the HOD members the opportunity to interact with other House members and bring forth information, issues and ideas to the HOD from the MAs and constituents. The HOD shall hold, as a minimum, the number of meetings in accordance with the WEF Constitution and Bylaws. Meeting shall be conducted in accordance with the WEF Constitution and Bylaws and have a presiding officer, a representative from WEF staff to take notes, and parliamentarian present. The information, issues and ideas can then be brought to the Board of Trustees with the consensus of the HOD.

3.2 WEFTEC

3.2.1 Working Session

3.2.1.1 Attendance

3.2.1.2 WEF HOD Orientation

3.2.1.3 WEF HOD Breakout Working Sessions

3.2.2 Business Meeting

3.2.2.1 Attendance

3.2.2.2 Call to Order

3.2.2.3 Recap of HOD Year’s Activities (Speaker of the House)

3.2.2.4 Election and Confirmation of Nominees

3.2.2.4.1 The Chairman of the WEF Nominating Committee will present the nominee for Vice President of the WEF to be elected.

3.2.2.4.2 The WEF President will present the names for WEF BOT. Each BOT nominee will be confirmed separately.

3.2.2.5 Confirmation of the Speaker

3.2.2.6 Election of Speaker-Elect

3.2.2.7 State of WEF (WEF President)

3.2.2.8 Reports
3.2.2.9 Action Items
3.2.2.10 New Business

3.2.3 Organizational Meeting
3.2.3.1 Attendance
3.2.3.2 Call to Order
3.2.3.3 Reports
3.2.3.4 Vision for the Coming Year (WEF President)
3.2.3.5 New Business
3.2.3.6 Recommendations to WEF Board of Trustees

3.3 WEFMAX Working Session

In addition to the Business and Organizational Meetings held each year, the HOD will gather at WEFMAX meetings to receive updates concerning workgroup activities and other WEF matters and interact with other Delegates and WEF Staff and entertain in discussion with those in attendance to get important feedback from Member Association Leaders. Work groups will use this time to obtain additional input as needed for their work.

3.4 HOD Working Session Conference Calls

These conference calls are intended to be informational for the purpose of briefing the HOD on the activities of WEF, past WEFMAX meetings, and the upcoming WEFTEC meeting. It is not intended that any official action be taken during these calls. A conference call should consist of two (2) calls to accommodate time zones. At a minimum, a call will be held after the last WEFMAX meeting and before WEFTEC.

3.4.1 Items may include:
3.4.1.1 Board of Trustees Update
3.4.1.2 WEFMAX Meetings Summary
3.4.1.3 Preparation for WEFTEC
3.4.1.4 Discussion of Potential Workgroups
3.4.1.5 Nominations for WEF Vice President, BOT Nominees, Speaker-Elect and Committee Members

3.5 Special Meetings

3.5.1 A meeting in addition to those described herein may be called to conduct a specific item(s) of House of Delegate business with a specific agenda. Specific items that are discussed in special meetings may be subsequently voted on via e-mail.

3.5.2 A special meeting may be called by the HOD Speaker, HOD Speaker-elect, or by the combined effort of 12 Delegates from 7 different MAs.

3.5.3 A special meeting must be conducted in accordance with Section 3.1 of the HOD Policies and Procedures.
3.5.4 A special meeting requires full notice of the HOD not less than 20 calendar days prior to the date proposed. The specific agenda, including all supporting background documentation, shall be included with the special meeting notice.

3.5.5 All special meetings may consist of two (2) calls to accommodate time zones and various work schedules and may also include an on-site meeting location with teleconference capabilities.

3.6 HOD Meeting Guests

3.6.1 A guest attending a HOD meeting or assembly shall be someone who is not a member of the HOD as defined by the WEF Constitution and Bylaws. A guest may attend a HOD meeting or assembly to observe or address the HOD in accordance with this section.

3.6.2 Guests are welcome to attend and may be called on from time to time by the Speaker, if requested by the guest, to offer input on an agenda item or a current topic on the floor during discussion.

3.6.3 If a guest would like to present a topic, that topic must be delivered in writing to the HOD Speaker at least 60 days prior to the meeting.

3.6.3.1 HOD Speaker shall respond to the request within 2 weeks of the notice.

3.6.3.2 The guest topic will be included in HOD meeting agenda.

4.0 HOD Committee and Work Group Structure

4.1 Selection

Each year between May 1 and July 31, nominations may be submitted to the Nominating Committee for all Standing Committees. All nominees shall be persons having the rights and privileges of a Delegate of the HOD at the time of consideration and shall have signified willingness to serve.

4.2 Term

The members of each Standing Committee shall serve a term of approximately one (1) year, which term shall start at the organizational meeting of the HOD following their selection and continue until their successor qualify.
4.3 HOD Nominating Committee

4.3.1 Members

The Nominating Committee shall consist of a total of seven (7) individuals chosen from the HOD. The voting committee members shall include the current Speaker Elect of the House and six (6) Delegates chosen from the HOD based on qualifications and interests in such a manner as to maintain diverse representation of the HOD based on geography and size of MAs being represented. The current Speaker of the HOD shall serve as an advisor to the nominating committee. Its chairman shall be elected from the Nominating Committee members.

4.3.2 Duties

Nominations for Speaker-Elect for the following year shall be received and considered by the HOD Nominating Committee. Nominations shall also be received for Speaker of the House if advancement to this office is not automatic, or if the Speaker of the House or if the Speaker-Elect is unable to complete the appointed term. The Committee, through its Chair, shall report to the Speaker of the House, WEF Executive Director and WEF President-Elect on or before September 1st its recommendation for the position of Speaker.

The HOD Nominating Committee shall also receive nominations for the following year for the following:

- Delegates at Large (4 positions, 3-year terms)
- HOD Nominating Committee (6 delegates)
- HOD Steering Committee (5 delegates)
- HOD Budget Committee (6 delegates)
- HOD WEFMAX Committee (5 delegates)
- HOD Outreach Committee (5 delegates)

The HOD Nominating Committee, at the Speaker directions, shall also assist with the appointments of the following positions:

- BOT Audit Committee (2 delegates)
- BOT Nominating Subcommittee (2 delegates, staggered 2-year terms)
- BOT WEFTEC Advisory Committee (3 delegates, staggered 3-year terms)
- BOT Constitution and Bylaws Subcommittee (2 delegates, current or past)
- Any other standing committees or elected officers established by the HOD.

The HOD Nominating Committee shall receive nominations as described herein and convene as necessary to evaluate nominations and prepare its recommendations for each committee position and the Speaker-
Elect by September 1 each year. The recommendations will be presented to the HOD prior to WEFTEC in order that all positions may be confirmed at WEFTEC.

4.4 Steering Committee

4.4.1 Members

The Steering Committee shall consist of a total of seven (7) Delegates from the HOD. The committee members shall include the Speaker of the House (serving as Chairman), Speaker-Elect and five (5) Delegates chosen from the HOD.

4.4.2 Duties

The duties of the HOD are to be the deliberative and representational body of the Federation, and to advise the BOT on issues of strategic direction and public policy development. The HOD Steering Committee shall review and prioritize information received from committees and work groups, develop and summarize the information, and provide advice and direction to the Speaker of the House and the HOD.

Steering committee members will be assigned as liaisons to up to two (2) HOD standing committees and/or workgroups. Liaisons shall attend all committee/workgroup meetings, and report back to the Steering Committee during regular Steering Committee meetings. Liaisons shall be the primary communications pathway between the Speaker and committee/workgroup leaders.

4.5 Budget Committee

4.5.1 Members

The Budget Committee consists of a total of seven (7) individuals chosen from the HOD. The committee members shall include the Speaker-Elect and six (6) Delegates chosen from the HOD, based on qualifications and interests in such a manner as to maintain diverse representation of the HOD based on geography and size of MAs being represented. Its Chairman shall be elected from the Budget Committee. The chair of the budget committee is recommended to have served on the budget committee previously.

4.5.2 Duties

The Budget Committee shall review the annual WEF budget; determine if it is consistent with the Strategic Plan; and provide advice and direction to the Speaker of the House and the HOD.
4.6 WEFMAX Committee

4.6.1 Members

The WEFMAX Committee shall consist of a total of seven (7) individuals chosen from the HOD. The committee members shall include the current Speaker and Speaker-Elect of the House and five (5) Delegates chosen from the HOD based on qualifications and interests in such a manner as to maintain diverse representation of the HOD based on geography and size of MAs being represented. Its chairman shall be elected from the WEFMAX Committee members.

4.6.2 Duties

The WEFMAX Committee shall plan at least three years beyond the current year to identify MAs to host WEFMAX meetings in distributed geographic locations each year. The WEFMAX Committee shall consider schedules, format, and content of WEFMAX meetings. The Committee shall update and maintain host meeting guidelines, and the Host Agreement based on WEFMAX meeting needs and locations.

4.7 Outreach Committee

4.6.1 Members

The Outreach Committee shall consist of a total of seven (7) individuals chosen from the HOD. The committee members shall include the current Speaker and Speaker-Elect of the House and five (5) Delegates chosen from the HOD based on qualifications and interests in such a manner as to maintain diverse representation of the HOD based on geography and size of MAs being represented.

4.6.2 Duties

The Outreach Committee shall be responsible for communicating HOD activities, progress, and work products to the HOD at large, and to MA leadership. This will be accomplished by:

- Coordinating regular (e.g. bi-monthly) webinars to WEF MA Leadership to provide resources and training to MA leaders
- Ensuring all work products are properly archived on the WEF website and WEFCOM

The committee will be responsible for coordinating with committee/workgroup leaders to identify topics and assist with scheduling, advertisement and delivery of the webinars; however, the Outreach committee should rely on the committee/workgroup members to deliver the content.
4.8  Work Groups

The HOD will form Work Groups with specific tasks assigned by the Speaker of the House to support the goals of WEF and the HOD. Work Groups are not intended to be standing committees, but shall be comprised of Delegate volunteers and/or appointed WEF members to assist the HOD with assessing and disseminating information to the Delegates for consideration of a specific matter of interest to the HOD. This may be a matter of strategic planning and coordination with the WEF BOT. The Speaker shall provide general guidance for the work groups. A facilitator and the direction will be established for the work group to perform the duties to which they have been assigned.

5.0  Policy Change and Conflict Resolution

5.1  Rules

The HOD meetings shall be conducted according to the latest edition of “Robert’s Rules of Order Revised,” subject first to the provisions of the WEF Constitution and Bylaws. Except as otherwise provided in the WEF Constitution and Bylaws, the HOD Policies and Procedures Manual, or Robert’s Rules, all questions before the HOD committee meeting shall be decided by a majority vote of a quorum of the respective body. No member shall have more than one vote, except as provided in this HOD Polices and Procedures Manual or in the WEF Constitution and Bylaws.

5.2  Amendments

5.2.1  Initiation

5.2.1.1  The HOD members may amend this Policies and Procedures Manual in any manner consistent with this document and the WEF Constitution and Bylaws at any meeting of the HOD.

5.2.1.2  Amendments shall be proposed to the HOD. Such proposed amendments shall be considered, provided that copies of such proposed amendments have been provided to each member of the HOD, Speaker and Speaker-Elect of the House.

5.2.2  Adoption

5.2.2.1  Amendments to this Policies and Procedures Manual may be approved by the HOD at a WEFTEC meeting or in any other manner expressly authorized by the WEF Constitution and Bylaws and by the HOD Policies and Procedures.

5.2.2.2  The Speaker of the House shall advise the members of the BOT and Executive Director of the HOD’s action in regard to the proposed amendments voted upon.
5.2.2.3 Copies of such proposed amendments should be mailed or provided electronically to each HOD Member at least 45 days prior to voting.

5.2.2.4 When amendments to the Policy and Procedures Manual have been approved by the HOD they shall take effect immediately, and the revised Policy and Procedures Manual shall be published on the WEF website.

5.3 Nomination and Election of Positions

5.3.1 The Executive Director shall promptly transmit the report of the WEF Nominating Committee to the HOD. The HOD shall elect the Trustees at its final meeting of the year. Nominations may be made from the floor by the Delegates present. If more than one name is placed in nomination for an office, voting shall be by ballot and the nominee receiving a majority of the votes cast shall be declared elected. Should any nominee for office not receive a majority of the votes cast for that office, the names of the two nominees receiving the greatest number of votes shall be resubmitted immediately to the eligible voters for consideration.

5.3.2 The House shall confirm the Board of Trustees and Delegates at Large nominations at its final meeting of the year. Nominations may be made from the floor by the Delegates present. If more than one name is placed in nomination for a position, voting shall be by ballot and the nominee receiving a majority of the votes cast shall be declared elected. Should any nominee for a position not receive a majority of the votes cast for that position, the names of the two nominees receiving the greatest number of votes shall be resubmitted immediately to the eligible voters for consideration.

5.3.3 The Chair of the HOD Nominating Committee shall transmit a report to the HOD with recommendations for Speaker, Speaker-Elect, Delegates at Large, and standing HOD and BOT committee members for the upcoming year. The HOD shall elect the positions at its final meeting of the year. Nominations may also be made from the floor by the Delegates present. If more than one name is placed in nomination for a position, voting shall be by ballot and the nominee receiving a majority of the votes cast shall be declared elected. Should any nominee for a position not receive a majority of the votes cast for that position, the names of the two nominees receiving the greatest number of votes shall be resubmitted immediately to the eligible voters for consideration. If there are more nominees for a standing committee than allowed for in these policies and procedures, a vote will be taken and the top votes for number of members of the committee per these policies will be selected.
6.0 Internal/External Communication

6.1 Purpose and Function

Members of the HOD shall provide and receive timely and effective communications in order to foster an understanding of WEF and to allow for optimal decision making at the WEF and MA level. A sound train of communication is essential in reviewing, augmenting and developing recommendations to WEF’s Strategic Plan.

6.2 Roles and Responsibilities

When serving as a member of the HOD, it is each member’s responsibility to understand and encourage the use of available communication tools provided in this policy.

6.2.1 Orientation

At the Annual HOD orientation meeting, new members will be orientated on the resources available to Delegates. Information will include:

6.2.1.1 How to find information

The HOD, with support from staff, will prepare and maintain contact information for staff, HOD members, BOT members, and CLC chairs.

6.2.1.2 How to share information

Available information will be discussed at orientation including that described in 6.2.1.1, a copy of current WEF Constitution and By-laws, a copy of the current Strategic Plan, a copy of the HOD policies and procedures, and other resources (e.g., how to use the WEF web site and WEFCOM).

6.2.1.3 When to share information

6.2.1.3.1 Confidential Information

At times, information may be qualified as confidential. That information should be shared on an “as need to know” basis.

6.2.1.3.2 Outreach

Most information will be available to share as an outreach or extension of a group’s efforts.
6.2.1.4 Whom to share information with at the MA and WEF level

Delegates are to share information at the WEF and MA level to include Delegate’s reports at MA Executive Committee meetings, use of publications, email networking, links to MA web sites and other methods.

6.3 Available Resources

6.3.1 Guideline Summary of Communication Paths (Communication Models)

6.3.1.1 HOD to BOT

General liaison with the BOT will be provided through the Speaker and the Speaker-Elect. Special work groups and HOD Committees may also have interface with BOT members as needed. Additional communications may be in the form of Board Briefs and BOT updates at WEFTEC HOD meetings.

6.3.1.2 HOD to Committees

Each Delegate is required to participate in a WEF Committee. An annual list of HOD members and the committee(s) to which they belong will be maintained.

6.3.1.3 HOD to WEF Staff

A staff liaison will be assigned to attend HOD meetings.

6.3.1.4 HOD to MAs (including members)

As described in 6.2.1.4, mechanisms to share information should be used by Delegates to ensure effective communications.

6.3.2 WEFCOM

WEFCOM is an online community hosted by WEF to serve as a virtual workspace, empowering WEF members to network and collaborate in an online environment. WEFCOM should be used as the primary communications pathway for committees/workgroups and the HOD in general, in lieu of email chains. WEFCOM can also serve as a library for posting meeting agendas, minutes, and work products.

6.3.3 The WEFCOM meetings incorporate a HOD meeting. This time can be used to communicate the activities of WEF, as a place to obtain additional input for work groups, a place for delegates to share ideas and concerns.
6.3.4 Staff Liaison

A WEF staff liaison will make available the following information for Delegate use. The information will be updated as needed, with a minimum of an annual basis.

- A list of Delegates, their contact information, the HOD Committees and Workgroups on which they participate, and the WEF Committees on which they participate;
- A list of Trustees and their contact information;
- A list of Committee Chairs, Vice-Chairs, and WEF staff committee liaisons are available on www.wef.org;
- A list of key WEF staff, their contact information, and a WEF organizational chart;
- A current copy of WEF’s Strategic Direction;
- HOD Website Updates and Link Distribution; and
- WEFcom updates and training webinars on an as-needed basis.

6.3.5 Committee/Work Group Updates

The HOD will produce updates of key HOD Committee and Work Group activities. The updates will be distributed to all Delegates via WEFcom and be available for BOT and CLC chairs.

6.4 Communication Procedure

The House and its members may bring ideas and recommendations to the board of Trustees for consideration.

6.4.1 Ideas and recommendations require Board approval if they require:

- An increase of financial or staff resources
- A change in WEF policy
- A change in the WEF Constitution & Bylaws

6.4.2 Recommendations to the Board must be submitted by the Speaker of the House to the WEF President and the WEF Executive Director. Recommendations must be specific and concise, defining the specific action the House requests of the Board. The recommendation must be in the format of a memorandum and include the following at a minimum:

- Specific action the House is requesting
- Background
- Beneficiaries of the action
- Long-term plan/expectations for the action
- Budget impact
- Staff resources impact

6.4.3 The House can bring recommendations to the Board of Trustees at any Board meeting. The Board holds four to five in-person meetings each year and meets monthly by conference call. Recommendations must be received by the
WEF President and the Executive Director a minimum of six (6) weeks in advance of the meeting.

6.4.4 Communications or surveys that reach out beyond the House of Delegates must be reviewed and approved by WEF staff prior to being sent.

7.0 Delegate Responsibilities

7.1 Definition of Membership to the HOD

Delegates are required to be members in good standing of the Water Environment Federation and include one or more delegates to be appointed or elected by each MA. Delegates at Large are to be nominated and confirmed in accordance with the WEF Constitution & Bylaws. The role of the WEF Delegate is critical to the success of WEF and the MA. Persons chosen for the role of Delegate must be willing and able to devote the time, energy, and effort.

7.2 Duties

7.2.1 Delegates shall represent the interest of their respective WEF MAs or member constituencies to WEF.

7.2.2 Delegates shall be WEF’s direct liaison to WEF MA or Member Constituency represented.

7.2.2.1 Provide for timely two-way communication and transfer of information between the HOD and the WEF MA or member constituency. Communication can consist of written and or oral reports, referencing reports prepared for distribution through group emails or www.wef.org.

7.2.2.2 Work with the WEF MA Board to bring forward issues of importance to the WEF MA.

7.2.2.3 Participate in related professional activities, if applicable, of the specific member constituency for at-large Delegates

7.2.3 Delegates shall participate in one or more WEF committees. Choices should be based on the qualifications or interests of the Delegate and/or the specific needs of the WEF MA or member constituency. Participation may include committee meeting(s) at WEFTEC, committee conference calls, email discussions, etc.

7.2.4 Delegates shall participate in meetings as related to their duties as delegate.

7.2.4.1 Attend WEFTEC annually and participate in House meetings including the House Orientation, discussion sessions, and two House meetings.
7.2.4.2 Participate in one WEFMAX meeting annually at a location and date convenient for the Delegate subject to the needs of the WEF MA or member constituency.

7.2.4.3 Participate in WEF MA Annual Conferences and Board meetings for WEF MA Delegates. Assist in coordinating the WEF representative’s participation in the WEF MA Annual Conference.

7.2.5 Delegates shall participate in one or more HOD Workgroups and/or committees. Choices should be based on the qualifications or interests of the Delegate and/or the specific needs of the WEF MA or member constituency. Participation may include meeting(s) at WEFTEC, conference calls, email discussions, etc.

7.3 Voting

7.3.1 Each member of the HOD has one vote.

7.3.2 A HOD member, or if the HOD member fails to do so, the respective Member Association President, may assign his or her vote to another eligible WEF member, by proxy, to act for the HOD member if he or she is unable to attend a HOD meeting in person. Such proxies shall be designated in writing by the absentee HOD member prior to the meeting being called to order. All such proxies shall be counted in determining a quorum. A HOD member shall not be able to hold a vote and a proxy vote concurrently.

7.3.3 Electronic voting will be allowed via e-mail, survey, or other online voting tool.

7.3.3.1 Prior to electronic voting, the topic shall be presented to the HOD and discussion shall be held in accordance with Section 3.5, Special Meetings.

7.3.3.2 Once the special meeting has concluded, the presiding officer shall send a notice to all members of the HOD including the following:

7.3.3.2.1 The date and summary of discussion of the conference calls.

7.3.3.2.2 A request for an email vote.

7.3.3.2.3 The name of the delegate who moved the motion.

7.3.3.2.4 The name of the delegate who seconded the motion.
7.3.3.2.5 The date and time by which the email vote must be received. The voting deadline shall be no less than 5 business days after the email is sent.

7.3.3.2.6 The date the motion will become effective if the motion passes. The effective date will be at least five days after the email vote ends.

7.3.3.3 Each delegate’s vote must clearly identify the full name of the Delegate, their WEF membership number, and attest that the vote is sent from that delegate.

7.3.3.4 Those HOD members failing to return the e-mail vote prior to the voting deadline will be recorded as absent.

7.3.3.5 After the vote, a notice from the Speaker of the House will be sent to all HOD members with the result of the vote and the effective date of the action, if the motion passed. The notice must be sent at least five days prior to the effective date.