



## **MEMORANDUM**

**TO:** Members, Southeast Stormwater Association

**FROM:** Danielle Hopkins, Executive Director

**RE:** Annual Membership Meeting – October 8, 2021 at 9:00 a.m. Eastern  
Election of Officers and Board of Directors  
<https://us02web.zoom.us/j/88003713642>

**DATE:** September 20, 2021

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This memorandum concerns the Annual Meeting of the Association’s membership to elect the Officers and members of the Board of Directors. It reviews the procedures for the election of the Southeast Stormwater Association’s (SESWA) Board of Directors and Officers. The Annual Membership Meeting and Elections will be held online using the above Zoom link. The meetings will begin the Friday morning of the Annual Conference, **October 8, 2021 at 9:00 a.m. Eastern** and conclude the following Friday, **October 15, 2021 at 5:00 p.m. Eastern**. Please see the below information for details.

### **SPECIAL NOTES**

1. Membership in SESWA is by organization - city or county government, private company, etc. - *not* by individuals. There is **only one vote per member organization**. If more than one person is attending the meeting from the same organization, you must determine who is authorized to cast the vote for your organization.
2. There will be a brief online **meeting of the new Board of Directors on Monday, October 18, 2021 at 2:00 p.m. Eastern** to elect the Board representative to the Executive Committee. All Board members (*both new and returning*) should attend that meeting.

### **General Information**

Elections for both the Officers and Board of Directors will occur during the membership’s online Annual Meeting. Nominations for and elections of the Association’s Officers will be held first. Then ballots will be distributed by email to elect persons to fill the open seats on the Board of Directors.

There are three categories of organizational membership in SESWA. Membership categories are important in that they help determine eligibility to hold office as either an Officer or member of the Board of Directors.

1. Local Government - Cities, counties, authorities and special districts.
2. Associate - Non-profit corporations or associations; institutions of higher learning; and, state, regional and federal governmental entities.
3. Private Sector - Product manufacturers and distributors; and, engineering, environmental and management consulting firms



## Officers

The President, Vice-President and Secretary-Treasurer are elected by the membership at-large. The Bylaws provide that these three Officers, the Immediate Past President and one other member of the Board of Directors (who is selected by the Board) form the Executive Committee. The Executive Committee is responsible for working with the management company and overseeing the day-to-day operations of the Association. The Executive Committee may act on behalf of the Association on most matters in-between meetings of the Board of Directors.

The Bylaws contain provisions designed to help ensure the dispersion of persons serving on the Executive Committee throughout the region and that a majority of its membership is composed of persons who are employed by a local government. These provisions include:

- No more than one associate member and no more than one private sector member may be a member of the Executive Committee at a single time. This ensures a majority of local government members.
- No more than one associate or one private sector member, and no more than one local government member of the Executive Committee may reside in the same state. This ensures that a majority of the membership does not reside in the same state.

The practice in SESWA has been that the existing members of the Executive Committee move “up-the-ladder” to the next highest office. The Secretary-Treasurer’s position becomes vacant and is the one that is filled by someone new to the Executive Committee.

Assuming that historical practice is followed and given the provisions of the Bylaws, eligible candidates for Secretary-Treasurer in 2021 may be a member from one of the following states in the following membership categories:

1. Local Government members from one of the following states:
  - Alabama
  - Florida
  - Georgia
  - Kentucky
  - Mississippi
  - South Carolina
  - Tennessee

The Bylaws authorize the President to appoint a committee to make recommendations to the membership concerning persons to be elected as Officers of SESWA. President Scott Hofer appointed a Nominating Committee, who recommends the following:

- President Cory Rayburn – Jacobs, GA (private sector)
- Vice President W. Dave Canaan – Mecklenburg County, NC (local government)
- Secretary-Treasurer Synithia Williams – Richland County, SC (local government)

Scott Hofer (Jefferson County DOH, AL – associate) would remain on the Executive Committee as the Association’s Immediate Past President.



In addition to the consideration of the Nominating Committee's recommendations, nominations will be accepted from the floor for any of the Officer's positions at the beginning of the elections process.

### **Board of Directors**

After election of the Officers, the next order of business will be to elect representatives to the Board of Directors. The Board has overall responsibility for setting general policy for the Association and approving its budget. The Board meets twice a year: One meeting occurs in conjunction with the Annual Conference and the other is held in conjunction with the Spring Seminar in Atlanta. Other online meetings or conference calls may occur from time-to-time. The date, time and location of all meetings are identified well in advance for planning purposes. A description of the Board Member's duties and expectations is attached for your information.

In addition to the Officers, Immediate Past President and Second Past President, the Board is composed of the following representatives who are elected by their peers:

- Two members from each state who are selected by the local government and associate members from within their state; however, at least one person must be a representative from a local government member of the Association within that state. There may not be more than one representative from the same employer. They are elected for overlapping, two-year terms. There is at least one seat that is open for election in each state.
- Four private sector members selected by the other private sector members of the Association. There may not be more than one representative from the same employer or one of its subsidiaries. They are elected for overlapping, two-year terms. There are two private sector seats that are open for election.

A Call for Nominations was distributed requesting recommendations for members who are interested in serving on the Board of Directors. Visit the [SESWA Elections page](#) for information on the eligible candidates received prior to the deadline. Additional nominations of qualified individuals will also be accepted from the floor during the Annual Membership Meeting. Elections will then occur by electronic ballot through Friday, October 15, 2021 at 5:00 p.m. Eastern. Please remember that membership is organizational, so only one vote per organization is allowed.

In preparation for voting, please visit the SESWA website for [a current list of the Board of Directors and terms](#). Note there are no limitations or restrictions concerning the number of times current members of the Board may be re-elected.

An active and engaged Board and Executive Committee are critical to SESWA's continued success! While unforeseen circumstances cannot be predicted, ***we ask that you consider seeking a leadership position within SESWA only if you can realistically expect to attend all meetings during your term of office and enthusiastically discharge your duties as a member of the Board of Directors.***

We look forward to your participation!

Attachments: Board of Directors Guidelines and Expectations



## **Board of Directors Guidelines and Expectations**

Revisions Approved May 2019

### **DUTIES**

“Duties” are tasks or responsibilities that members of the Board are required to complete or perform.

- Review and be aware of Association’s Governing Documents (See Bylaws, Strategic Plan, Board Policies and Action Plan)
- Review, be aware of and support staff responsibilities (See Contract and Scope of Work)
- Prepare for and attend all Board meetings throughout the year (Review Board Packet prior to meetings)
- Respect the confidentiality of the Board, the Association and its members
- Disclose conflicts of interest and avoid personal agendas
- Provide assistance and support to committee chairs, and the Executive Committee and Board, regardless of committee assignment

### **EXPECTATIONS**

“Expectations” are tasks or responsibilities that members of the Board should attempt to fulfill.

- Promote all education events (Seminar, Webinars and Conference) to your contacts
- Promote sponsorships at Seminar and Annual Conference by contacting potential sponsors, exhibitors and vendors
- Promote membership by reaching out to at least one potential new member each quarter
- Keep abreast of legal issues affecting the stormwater industry
- Participate in all Communications/Networking conference calls
- Assist the Association’s goals for advocacy fundraising by completing your assignments in a timely manner
- Submit one post and two replies to the Community Forum each quarter.