



## **HANDBOOK**

For The

AMERICAN PUBLIC WORKS ASSOCIATION

WISCONSIN CHAPTER

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**BY-LAWS**

**OF THE**

**AMERICAN PUBLIC WORKS ASSOCIATION**

**WISCONSIN CHAPTER**

**As Adopted November 3, 2005**  
**And amended November 3, 2011**  
**And revised May 4, 2016**  
**And amended May 12, 2017**  
**And revised XXXX, 2020**

## **ARTICLE I – NAME AND JURISDICTION**

**SECTION 1.** The name of the organization shall be the Wisconsin Chapter, hereinafter called the Chapter, of the American Public Works Association, and hereinafter called APWA. The territory included within the jurisdiction of this Chapter shall be the State of Wisconsin.

## **ARTICLE II – MISSION AND PURPOSE**

**SECTION 1.** The purposes of this Chapter are to cause and share with our community, the advancement of the theory and practice of the design, construction, maintenance, administration and operation of public works facilities and services; the dissemination of information and experiences; the promotion of improved practices in public works administration; the expectation that all member public works officials will adhere to high professional and ethical standards; and the professional and social improvement of its members, as set forth in the “Rules Governing Chapters of the American Public Works Association.”

**SECTION 2.** The Chapter shall engage in a program of activities designed to further the purposes of APWA within its jurisdiction including, but not limited to, the scheduling of regular meetings of its membership.

**SECTION 3.** The Chapter is not organized for profit, and earnings shall not directly benefit any Chapter member or Officer except as compensation for services rendered or for reimbursement of necessary expenses actually incurred.

## **ARTICLE III – MEMBERSHIP**

**SECTION 1.** Members of APWA residing in the Wisconsin Chapter territory specified in Article I, Section 1, shall be members of the Chapter and shall hold the same type of membership in the Chapter that they hold in APWA. Members of APWA residing outside the Wisconsin Chapter territory specified in Article I, Section 1, may **elect** to be members of the Wisconsin Chapter and shall hold the same type of membership in this Chapter that they hold in APWA but shall be a member of only one Chapter. Members of APWA residing in the Wisconsin Chapter territory as described in Article I, Section 1, may elect to be a member of a Chapter other than the Wisconsin Chapter but shall be a member of only one Chapter.

**SECTION 2.** Criteria for and grades of membership shall be as prescribed by the Bylaws of the American Public Works Association.

## **ARTICLE IV – FISCAL AND ADMINISTRATIVE YEARS**

**SECTION 1.** The fiscal year of the Chapter shall be from July 1 through June 30 to coincide with the National fiscal year.

**SECTION 2.** The administrative year of the Chapter shall be from ~~January 1 to December 31.~~ July 1 to June 30 to coincide with the fiscal year.

**SECTION 3.** The Chapter shall maintain an unrestricted and undesignated liquid reserve of a minimum of between 10% and 35% of its annual budget.

**SECTION 4.** Chapter events should be planned to generate revenues 15.3% in excess of expenses.

**SECTION 5.** Unrestricted and undesignated funds shall be maintained in an interest bearing accounts such as saving accounts or CD's of 12-36 months or less in duration. A minimum of 10% of the

annual budget shall be retained in accounts with daily access to funds. Designated and/or restricted funds may be invested in CD's with maturity terms of up to 5 years. No funds shall be invested in stocks.

#### **ARTICLE V – EXECUTIVE COMMITTEE**

**SECTION 1.** The governing body of the Chapter shall be the Executive Committee, consisting of:

- a. The Officers of the Chapter.
- b. The Chapter Directors.
- c. The President or his/her designee of each Chapter Branch.
- d. The Chapter Delegate and Alternate Chapter Delegate.

**SECTION 2.** No person shall be nominated, elected, or allowed to serve on the Executive Committee unless he or she holds current membership in APWA.

**SECTION 3.** In the event of a vacancy on the Executive Committee the remaining members of the Executive Committee shall have the power to appoint a Chapter member to fill the unexpired term of office.

**SECTION 4.** The Executive Committee shall manage all the affairs of the Chapter in accordance with the rules and regulations of the Board of Directors of APWA and the "Rules Governing Chapters of the American Public Works Association."

**SECTION 5.** The Executive Committee shall have the power to contract with an individual or firm to provide administrative or other services and whose duties and compensation shall be as specified by the Executive Committee in an approved and executed contract that shall have been previously approved by APWA.

#### **ARTICLE VI – OFFICERS AND DIRECTORS**

**SECTION 1.** The Chapter shall have as its Officers, a President, a President-Elect, a Vice President, a Secretary, a Treasurer, and the Immediate Past President. The Chapter shall have two Chapter Directors.

**SECTION 2.** The President shall be the Chief Elected Officer of the Chapter and shall serve a term of one year. He/she shall preside at all Chapter and Executive Committee meetings and shall chair the Executive Committee. He/she shall issue the call for regular or special Executive Committee meetings. He/she shall appoint the Chairs of all Committees, standing and special, and be an ex-officio member of each Committee. He/she shall see that these Committees function and shall cooperate with the Committee Chairs to that end. He/she shall perform such other duties as may from time to time be assigned to him/her by the Executive Committee.

**SECTION 3.** The President-Elect, who shall have previously served as an Officer or Director, shall be elected annually to serve a term of one year and shall assume the office of President upon the completion of the term of office of President-Elect and serve as President for one year. The President-Elect shall be responsible for arranging the tentative program of activities, including chairing the Chapter Conference Program committee for the current administrative year, shall be responsible for developing a budget and making committee chair appointments for the following administrative year, and shall perform such other duties as assigned by the President or the Executive Committee and shall act for the President in the President's absence or when the President is unable to perform the duties of the office, as determined by the Executive Committee.

**SECTION 4.** The Vice President, who shall have previously served as an Officer or Director, shall be elected annually to serve a term of one year and shall perform such duties as assigned by the President or the Executive Committee. The Vice President shall act for the President and President-Elect in their absence or, in case of the inability of the President and President-Elect to perform the duties of the President, as determined by the Executive Committee. The Vice President shall serve as a member of the Chapter Conference Program Committee. In the event that the President-Elect is not able to advance to the position of President, the Vice President shall be eligible to succeed as President for one year.

**SECTION 5.** The Secretary shall be elected annually to serve a term of one year and shall keep all records and correspondence of the Chapter. The Secretary shall prepare a written record of the proceedings of the Executive Committee and any formal proceedings of the Chapter. The Secretary shall prepare and submit to APWA such reports as may be required. At the expiration of the term of office, the Secretary shall turn over to his/her successor, all books, records, papers, executed contracts, documents, or other property of the Chapter in his/her custody.

**SECTION 6.** The Treasurer shall be elected annually to serve a minimum term of one year and shall have custody of the funds, securities, and other valuable effects in the name of and to the credit of the Chapter. The Treasurer shall receive all monies due the Chapter, depositing them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the Chapter. All checks and vouchers must be signed by the Treasurer. The Treasurer shall prepare and submit financial reports monthly to the Executive Committee and shall prepare necessary documents to be reviewed by the Chapter Audit Committee. The Treasurer shall prepare and submit to APWA such reports as may be required. At the expiration of the Treasurer's term of office, the Treasurer shall turn over to his/her successor all books, papers, electronic records, money, securities, and other valuable effects belonging to the Chapter, taking a receipt therefore from the successor.

**SECTION 7.** The Chapter's representative to the APWA House of Delegates, hereinafter called the Chapter Delegate, shall be appointed by the Executive Committee to serve for a minimum three year term and shall represent the Chapter to that body, attending regional and annual meetings of the House of Delegates, bringing Chapter concerns to their attention, and informing the Chapter of House of Delegates' activities. The Chapter Delegate shall prepare and submit to APWA such reports as may be required. An Alternate Chapter Delegate may be appointed annually by the Executive Committee to serve for the current administrative year and shall act for and on behalf of the Chapter Delegate in the event of the Chapter Delegate's absence or inability to perform the duties of this position as determined by the Executive Committee. The President shall notify the APWA Executive Director and the APWA Regional Director of the Chapter's representatives on or before December 31<sup>st</sup> of each year. A member serving as Chapter Delegate or Alternate Delegate may be reappointed by the Executive Committee.

**SECTION 8.** Two members of the Chapter shall be elected to serve as Chapter Directors and shall be members of the Executive Committee to provide direction to the Chapter. Each Director shall serve a minimum two year term so as to provide for continuity of direction. In addition to attending Chapter and Executive Committee meetings, Directors shall serve on the Chapter Conference Program Committee, and shall be prepared to present progress reports of any assignments.

**SECTION 9.** The most recent Past President holding current membership in the Chapter shall be an ex officio member of the Executive Committee with voting privileges and shall serve in an advisory capacity to the President and the Executive Committee. It shall be the duty of the Past President to preside at

meetings of the Chapter and the Executive Committee in the absence of the President, President-Elect, and Vice President. The Past President shall also serve as Executive Editor of the Chapter Newsletter.

**SECTION 10.** All Chapter Officers, except as otherwise provided, shall serve for one year or until their successors are elected and installed. The terms of office shall begin as specified in Article XIII, Section 3, of these Bylaws.

**SECTION 11.** In case of the inability or neglect in performance of duty by any Officer or Director of the Chapter as determined by the Executive Committee, the Executive Committee shall have the power by a two-thirds vote of its members to declare the office vacant and shall fill the vacancy as provided in Article V, Section 3.

## **ARTICLE VII – COMMITTEES**

**SECTION 1.** Special (or Chapter) Committees, Technical Committees and Special Committees will be designated by the President to encompass the subject areas including but not limited to those listed below.

a. Chapter (or Special) Committees

- Audit.
- Awards
- Diversity
- Education and Scholarship.
- Historical and Archives.
- Membership Services.
- Nominating.
- Past Presidents.
- Conference Program
- Public Relations.
- Vendor

b. Technical Committees.

- Emergency Management
- Engineering & Technology
- Facilities and Grounds
- Fleet Services
- Leadership and Management
- Solid Waste Management
- Transportation
- Utilities and Public Rights-of-Way
- Water Resources

**SECTION 2.** The chair of each committee shall be appointed or reappointed annually by the President for up to three successive years. Each appointed chair shall select committee members for his or her Committee.

**SECTION 3.** Each committee shall report to the Executive Committee its activities at Executive Committee meetings as determined by the President.

**SECTION 4.** The President may appoint, within the administrative year, other special committees as may be desirable for the conduct of the business of the Chapter.



**SECTION 5.** No committee shall obligate the Chapter or issue a public proclamation or policy news release without specific authorization from the Executive Committee.

**SECTION 6.** Committees exist for the purpose of implementing the mission, vision, and goals of the Chapter and APWA. While it is expected that the leadership and membership of such committees will be members of the Chapter, the inclusion of non-members in some circumstances may be appropriate. However, the effective control of the Committee shall be retained by the Committee Chair.

#### **ARTICLE VIII – AUDIT COMMITTEE**

**SECTION 1.** The President shall annually appoint an Audit Committee consisting of at least two Chapter members who shall examine the financial records and books of the Chapter. The current Chapter Directors and the Vice President are typically the members to be appointed. If one of the Directors is the current past Treasurer, the President elect will be appointed. Chapter members may not serve on the Audit Committee in which he/she had signatory rights to the Chapter’s bank or investment accounts for the reporting period being audited.

**SECTION 2.** All members having custody or control of Chapter funds at any time during the reporting period are expected to cooperate fully with the Audit Committee.

**SECTION 3.** The duties of the Audit Committee include examination of the Chapter’s financial records in order to verify the assets, liabilities, net assets and cash flows (revenues and expenses) of the Chapter for the Association’s accounting period.

The Audit Committee must adhere to the policies and procedures outlined in the Rules Governing Chapters of the American Public Works Association.

**SECTION 4.** Financial records of the Chapter’s Branch(es) (if applicable) are to be included in the examination performed by the Chapter Audit Committee unless the Branch bylaws call for the formation of a Branch Audit Committee separate from that of the Chapter.

#### **ARTICLE IX – MEETINGS**

**SECTION 1.** The Annual Meeting of the Chapter, for the purpose of electing and/or installing the newly elected Officers and Directors, shall be held in ~~October or November~~ April or May of each year, the date and place of which shall be determined by the Executive Committee. Other General Membership Meetings for the transaction of business of the Chapter may be called by the President upon the President's own volition, upon request by the Executive Committee, or upon the written request of 15 members in good standing of the Chapter. The membership shall be notified at least two weeks in advance of the date and place of the Annual Meeting and of any other General Membership Meetings.

**SECTION 2.** The Executive Committee shall meet at least four times during the administrative year. Special meetings of the Executive Committee shall be held at the call of the President or at the written request of a majority of the members of the Executive Committee.

**SECTION 3.** Meetings of the Executive Committee may be conducted in person, by means of a telephone or video conference call, or in any combination thereof provided such meetings are in accordance with all other provisions of these Bylaws and any applicable statutes.

**SECTION 4.** The Secretary shall formally notify each member of the Executive Committee at least two (2) weeks prior to the scheduled date of a regular meeting of the Executive Committee. An agenda shall be

provided at least one week in advance of the meeting and no changes to the agenda shall be considered at such meeting without the consent of the majority of the members of the Executive Committee in attendance.

**SECTION 5.** The Secretary shall formally notify each member of the Executive Committee at least five (5) days prior to the scheduled date of a special meeting of the Executive Committee. An agenda shall accompany the notice of the meeting and no other matters shall be considered at such meeting.

#### **ARTICLE X – QUORUM**

**SECTION 1.** A simple majority of the voting members shall constitute a quorum at all Executive Committee meetings.

**SECTION 2.** For General Membership meetings of the Chapter involving a formal business agenda, five percent of the membership, of whom no more than one-half shall be members of the Executive Committee, shall constitute a quorum for the transaction of business.

#### **ARTICLE XI – DUES**

**SECTION 1.** The Executive Committee may establish Chapter dues for its members in accordance with the “Rules Governing Chapters of the American Public Works Association.”

**SECTION 2.** All membership dues are payable to APWA annually in advance. Non-payment of dues for a period of ninety (90) days shall be treated as equivalent to resignation. Such members shall not again be eligible for membership until all arrears have been paid in full.

#### **ARTICLE XII – BRANCHES**

**SECTION 1.** Branches of the Wisconsin Chapter may be formed in accordance with the procedures set forth in the “Rules Governing Chapters of the American Public Works Association,” by groups of members representing a region within the territorial limits of the Wisconsin Chapter for the purpose of furthering the mission, vision, goals, and objectives of the Wisconsin Chapter.

**SECTION 2.** Any group of 10 or more members of the Chapter may petition the Executive Committee to form a branch within the Chapter. The Executive Committee may authorize upon approval by the APWA Board of Directors the establishment of such branches by adopting a resolution which provides for its name, jurisdiction, approval of branch bylaws, method of conducting affairs, submission of periodic reports and the appointment of a temporary committee to arrange for an organizational meeting of the branch.

**SECTION 3.** The officers and all members of the branch shall be members of APWA.

#### **ARTICLE XIII – ELECTION OF OFFICERS**

**SECTION 1.** The President shall appoint a Nominating Committee of three (3) members, one of whom shall be the most recent available Past President having current membership in the Chapter and who shall serve as Chair of the Nominating Committee. The Nominating Committee shall report the names of its nominees for each office standing election to the Executive Committee at least four weeks prior to the Annual Meeting. One or more nominations shall be made by the Nominating Committee for each office. No persons serving on the Nominating Committee shall be eligible for nomination except by declaration. The Nominating Committee shall also recommend nominations for Chapter Delegate and Alternate to the Executive Committee for appointment to those positions.

**SECTION 2.** The Executive Committee shall prescribe the form of ballot, schedule and other details of the election procedure. The annual election shall be held at a time and place of the Annual Meeting. Additional nominations may be made by members from the floor of the meeting.

**SECTION 3.** Newly elected Officers and Directors shall assume office at the beginning of the administrative year with the President-Elect elected the previous year becoming President.

**SECTION 4.** In the event of extraordinary and extenuating circumstances, the Executive Committee shall have the power to declare the term of office of any or all Chapter Officers and Directors extended for one full term.

#### **ARTICLE XIV DISSOLUTION OF THE CHAPTER**

**SECTION 1.** When necessary and when directed by the APWA Board of Directors, the Chapter may be dissolved. In the event of the dissolution or final liquidation of the Chapter, after all liabilities and obligations have been paid, satisfied and discharged, or adequate provision made therefore, all remaining property and assets of the Chapter shall be conveyed, assigned and transferred to APWA to administer according to the bylaws of APWA.

#### **ARTICLE XV – PARLIAMENTARY AUTHORITY**

**SECTION 1.** The rules of procedure contained in Robert's Rules of Order, Revised, shall govern meetings of the members of the Chapter so far as they are applicable and when not inconsistent with these Bylaws.

#### **ARTICLE XVI – AMENDMENTS**

**SECTION 1.** Amendments to these Bylaws may be proposed by petition submitted to the Executive Committee in writing and signed by not less than 15 members or by resolution of the Executive Committee. Proposed amendments shall be presented to the membership after approval by APWA, at a meeting of the Chapter within one year after the date of their submission or by letter ballot as may be determined by the Executive Committee. Provided, however, that the Executive Committee may, within ninety days after receipt of any amendment proposed by petition, return same to the petitioners with a letter of explanation requesting that the proposed amendment be modified before it is presented to the membership. If the proposed amendment is resubmitted in writing and signed by not less than eight members of the original petitioners it shall be presented to the membership after approval by the APWA Board of Directors with or without the approval of the Executive Committee. An affirmative vote of two-thirds of the qualified votes cast shall be necessary for the adoption of a proposed amendment.

**SECTION 2.** These Bylaws and such amendments as may be made from time to time shall become effective upon approval by the APWA Board of Directors and adoption by the Wisconsin Chapter.

#### **CERTIFICATION OF BYLAWS**

These bylaws were [ ] adopted [X] amended [ ] revised by members of the Wisconsin Chapter at a duly called meeting of the voting members on May 12, 2017 with a quorum present as prescribed by Chapter bylaws.

The minutes of this meeting are on file with the Chapter secretary and APWA.

President James Hessling

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Secretary Eric Dundee

**DUTIES FOR OFFICERS  
OF THE  
AMERICAN PUBLIC WORKS ASSOCIATION  
WISCONSIN CHAPTER**

**PRESIDENT**

The President shall perform all of the duties specified in the By-Laws.

**PRESIDENT ELECT**

In addition to the duties specified in the By-Laws, the President Elect shall also serve as Chair of the Program Committee in accordance with the action taken by the Executive Committee on Wednesday, May 10, 2000. The main responsibility of this position is to coordinate the conference program with the conference host.

**VICE PRESIDENT**

In addition to the duties specified in the By-Laws, the Vice President shall also serve as:

- (1) Member of the Program Committee in accordance with the action taken by the Executive Committee on Wednesday, May 10, 2000.
- (2) Chair of the Audit Committee in accordance with the action taken by the Executive Committee on Friday, December 7, 2001.

**SECRETARY**

The Secretary shall perform all of the duties specified in the By-Laws.

**TREASURER**

The Treasurer shall perform all of the duties specified in the By-Laws.

**DIRECTOR**

In addition to the duties specified in the By-Laws, a Director shall also serve as:

- (1) Member of the Program Committee in accordance with the action taken by the Executive Committee on Wednesday, May 10, 2000.
- (2) Member of the Audit Committee in accordance with the action taken by the Executive Committee on Friday, December 7, 2001.

**PAST PRESIDENT**

In addition to the duties specified in the By-Laws, the Past President shall also serve as:

- (1) Chair of the Newsletter Committee in accordance with the action taken by the Executive Committee on Friday, February 4, 2000. The main responsibility of this position is to oversee the content of articles and opinions contained in the newsletters.
- (2) Chair of the Nominating Committee that normally consists of the three previous Past Presidents. If any of the three Past Presidents are unavailable, the President shall appoint other active

members (past presidents, if possible). This method of designating a Nominating Committee is a long-standing practice.

### **CHAPTER DELEGATE**

In addition to the duties specified in the By-Laws, additional definition is given to the position of Chapter Delegate by incorporating the following criteria which is consistent with that adopted by the National House of Delegates in 2003:

#### **Mission Statement**

The mission of the House of Delegates is to increase the strength and effectiveness of the Association by:

- Supporting the APWA Strategic Plan.
- Communicating member issues at the local, regional and association levels.
- Identifying members for active participation within the Association.

#### **Chapter Delegate Role**

- (1) Serve as a liaison by acting as an information source and point of contact between all Chapters of the Association; between Chapters and their branches; between Chapters, their regional directors and the Board of Directors; and between Chapters and the Association volunteer structure.
- (2) Serve as a resource by identifying and providing the names of members with leadership potential and willingness to serve the Chapter at Regional and Association levels as officers and committee members.
- (3) Advocate on behalf of the Association by supporting APWA policies, positions and programs at Chapter, Regional and Association levels.

#### **Chapter Delegate – Appointment Criteria**

The following criteria shall be used in the appointment/election of the Chapter Delegate:

- (1) The Chapter Delegate shall be willing to serve a minimum three-year term.
- (2) The Chapter Delegate shall be expected to attend and participate as a member of the Chapter Executive Committee with full voting privileges.
- (3) The Chapter Delegate shall be expected to attend a minimum of three national meetings each year, one of which could be by conference call, acting as the Chapter's representative in matters of local, regional and national concern.
- (4) The Chapter Delegate shall take an active interest in local, regional and association affairs.
- (5) The Chapter Delegate shall have experience in the Chapter volunteer structure.

### **ALTERNATE DELEGATE**

In addition to the duties specified in the By-Laws, the Chapter's Alternate Delegate shall represent the Chapter in the absence of the Delegate at the House of Delegates and assist the Chapter Delegate in achieving the goals and objectives common to that position. The Alternate Delegate shall be appointed using the same criteria as the Delegate.

The role of the Chapter delegate has been given greater definition by the Association and is delineated as follows:

**GOAL 1: Serve as a Liaison**

- Objective 1: To encourage local Chapter/branch member participation in the infoNOW Communities and other available APWA programs.
- Objective 2: To structure the Spring Regional Delegate meetings on the needs of the Association, the Region and the Chapters and provide the information to the Board of Directors through appropriate Regional Director.
- Objective 3: To improve information sharing between Chapters, with the delegate serving as a facilitator.

**GOAL 2: Serve as a Resource**

- Objective 1: To help create and implement Chapter and Association leadership programs for developing new Chapter and Association leaders.
- Objective 2: To work with Technical Committee chairs and the Board of Directors in identifying and providing names of members with leadership potential to serve at the Chapter, Region and Association levels.

**GOAL 3: Serve as an Advocate**

- Objective 1: To utilize information provided by and through the Legislative Advocacy Task Force, Bridges, the APWA Reporter, APWA website, Regional and Association House of Delegates meetings, and the Chapter newsletter; to inform and to keep informed of APWA policies, positions and programs.
- Objective 2: To provide the Association, through the appropriate venues, information on issues impacting public works within the Chapter and regional jurisdictions.
- Objective 3: To promote APWA at the local level, as the prime credible source of information on public works.

**SPECIAL AND TECHNICAL COMMITTEES  
OF THE  
AMERICAN PUBLIC WORKS ASSOCIATION  
WISCONSIN CHAPTER**

**Introduction**

In Accordance with Article VII of the Wisconsin Chapter By-Laws, the Chapter President shall, among other things, designate Special and Technical Committees to encompass a variety of subject areas. The committees listed within this section have been formed to fulfill this purpose.

In addition to the committee membership structure requirements found under Article VII, Sections 2 through 6, of the Chapter By-Laws, which are common to all Special and Technical, each committee will have a “Mission Statement”, “Meeting Schedule” and “Duties and Activities” unique to that specific committee.

The Chair or designee for each committee shall provide a verbal or written report of committee activities at every Executive Committee meeting (usually six per year including one each at the Spring and Fall Conferences). The written report can be sent to the President by mail, fax, or e-mail.

A listing of each of the Chapter’s Special and Technical Committees, including the committee chair, vice chair (if appointed by the committee chair) and committee membership shall be maintained on the Chapter’s Website.

**STANDING COMMITTEES**

Awards Committee  
Conference Program  
Diversity Committee  
Education and Scholarship  
Historical and Archives  
Membership Services  
Newsletter  
Past Presidents  
Public Relations  
Communications/ Website Administration  
Vendor Committee

**TECHNICAL COMMITTEES**

Emergency Management  
Engineering and Technology  
Facilities and Grounds  
Fleet Services  
Leadership and Management  
Solid Waste Management  
Transportation  
Utilities and Right-of-Way  
Water Resources



## **STANDING COMMITTEES**

### **AWARDS COMMITTEE**

#### **Mission Statement**

The Awards Committee shall coordinate awards for the Chapter and its members on both the state and national level. The national APWA Awards Program provides both Professional and Member Awards in nineteen (19) categories. Information and application forms can be obtained for the APWA web site at <http://www.apwa.net/About/Awards>. The deadline for nominations for all awards is March 1st and nominations must be submitted to the committee chair.

Chapter awards program information is provided on the chapter website at <http://wisconsin.apwa.net> under AWARDS. The deadline for nominations for all Chapter awards is January 31<sup>st</sup> each year.

#### **Meetings**

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties

#### **Duties/Activities**

- Coordinate the Chapter awards program by documenting, reviewing and recommending to the Executive Committee Chapter and Association awards.
- Solicit applications for both state and national awards from members.
- Assist in the preparation of submittals for national awards as necessary.
- Prepare annual Chapter awards for distribution at conferences.

### **COMMUNICATIONS/ WEBSITE ADMINISTRATION COMMITTEE**

#### **Mission Statement**

The Web Administration/Communications Committee shall support the goals, objectives and activities of the APWA Wisconsin Chapter by maintaining relevant, accurate and timely information on the Chapter's website, <http://Wisconsin.APWA.net>. The committee's goals are to update website content, social media posts and Chapter-wide email messages promptly as information is provided and to serve the Wisconsin Chapter membership with a high degree of responsiveness. The committee shall also strive to advance use of the website, its associated tools and social media outlets to improve the Chapter's effectiveness and efficiency.

#### **Meetings**

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties.

#### **Duties/Activities**

- Process website posting requests in accordance with Chapter policy.

- Post education and training opportunities, special events, Chapter resources, meeting minutes and reports, classifieds, employment opportunities, sponsorship acknowledgements, Chapter news and other information for the benefit of the Chapter on the website.
- Conduct periodic training sessions to support committee member direct updates of committee web pages.
- Assist the Chapter Committees by facilitating dissemination of supportive information through the Chapter website and social media platforms.
  - **LinkedIn Group Page** - <https://www.linkedin.com/groups/4157339>
  - **APWA WI Twitter** - @APWAWisconsin
  - **Website Administration** - (<http://Wisconsin.APWA.net>)
  - **Newsletter** - The chapter Past President is responsible for review of the Chapter newsletter content. The newsletter publisher solicits articles for the newsletter, edits content, composes layouts and publishes each quarterly newsletter.

## **CONFERENCE PROGRAMS COMMITTEE**

### **Duties/Activities Committee Makeup**

The conference program is put together by the Conference Program committee. This committee is chaired by the President Elect and consists of the Vice President and the two Directors. Committee makeup changes each year with the movement of positions when a new director is added.

A Chapter conference program guide is available to aide in the programming.

## **DIVERSITY COMMITTEE**

### **Mission Statement**

To increase racial and ethnic diversity of the organization; continue to support outreach in the Madison and Milwaukee community; increase opportunities for minorities and women to attend conferences; develop mentoring program;

### **Meetings**

Monthly conference calls as necessary; at conferences.

### **Duties/Activities**

Provide speakers at conferences, provide support to the National Diversity Committee; work on the tasks outlined in the mission statement.

## **EDUCATION & SCHOLARSHIP COMMITTEE**

### **Mission Statement**

The Education and Scholarship Committee shall facilitate education and training opportunities for Chapter members and their employees in support of the following two Chapter purposes: a) advancement of the theory and practice of the design, construction, maintenance, management, and operation of public

works facilities and services; b) dissemination of information and experience in order to promote improved practices in public works administration.

### **Committee Membership**

The chair of the Committee is appointed by the President of the APWA-Wisconsin Chapter every year. A long-standing practice of the Chapter is that after the third consecutive year as chair of the same committee, the chair should rotate to the chair of a difference committee or step down as chair. **Any active member of the Chapter, in good standing, can serve as a member of the Committee by volunteering their services to the chair.** A listing of the chair and committee members can be obtained at <http://www.wisconsin.apwa.net>. The committee may designate a vice chair.

### **Meetings**

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties.

### **Duties/Activities**

- Chairman, or designee, shall provide a verbal or written report of committee activities at every Executive Committee meeting (usually six per year including one each at the Spring and Fall Conferences). The written report can be by mail, fax or e-mail (sent to the President).
- Process scholarship requests in accordance with Chapter policy.
- Identify education and training opportunities that are related to Chapter purposes and keep the Chapter leadership and membership apprised of them.
- Serve as Chapter liaison to the Director of the Public Works Supervisory Academy Management Institute at UW-Madison.
- Identify education and training needs of Chapter members and their employees and encourage providers to offer education and training to meet those needs.
- Assist the Chapter Conference Program Committee by administering approval of continuing education units (CEUs) for Chapter conferences.
- Represent the Chapter on matters concerning continuing professional competency.
- Manage tuition reimbursement program for the Chapter.
- Be the liaison with the National Education Committee.

## **HISTORICAL & ARCHIVES COMMITTEE**

### **Mission Statement**

The Historical & Archives Committee shall gather and archive all materials of historical significance unique to the Wisconsin Chapter, following the guidelines established by the Association's Public Works Historical Society.

The committee's purpose is to archive materials unique to the Chapter and not duplicate materials in the Association APWA files or records or duplicate news items or other materials that are on record in other libraries. The Committee shall also archive materials of lasting value, such as annual reports and not monthly or routine meeting notes.

### Meetings

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties.

### Duties/Activities

- Monitor all Chapter activities for historical significance.
- Deliver historical data to the Library of Record.
- Provide guidance regarding historical matters to the Executive Committee.

### Library of Record

The Library of Record is the Library of Marquette University, Milwaukee, WI.

Comment: The Marquette University Library has previously accepted the archived files of the Wisconsin Section of ASCE. The Wisconsin Chapter of APWA archived files will be handled in the same manner, meaning the Wisconsin Chapter can present the materials to the library for safekeeping. The records will be accessible to all library users. The University Librarian shall have authority to refuse documents deemed to be of no historical value.

## MEMBERSHIP SERVICES COMMITTEE

### Mission Statement

The Membership Services Committee shall coordinate all membership campaigns, identification of prospective members, and evaluation of programs to assure that relevant services meet the needs of the members and prospective members. The committee is also responsible for member retention activities.

**"Recruit, Retain and Engage"**

### Committee Membership

The chair of the Committee is appointed by the President of the APWA-Wisconsin Chapter every year. A long-standing practice of the Chapter is that after the third consecutive year as chair of the same committee, the chair should rotate to the chair of a different committee or step down as chair. **Any active member of the Chapter, in good standing, can serve as a member of the Committee by volunteering their services to the chair.** A listing of the chair and committee members can be obtained at <http://wisconsin.apwa.net>. The committee may designate a vice chair.

### Meetings

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties.

### Duties & Activities

- Chairman, or designee, shall provide a verbal or written report of committee activities at every Executive Committee meeting (usually six per year including one each at the Spring and Fall Conferences). The written report can be mailed, faxed, or e-mailed (sent to President).
- Receive and monitor the monthly membership reports provided by the National Office of APWA in Kansas City.
- Keep the Chapter President and Executive Committee apprised of the current membership status and trends.

- Welcome new members and request that a “New Member Profile” be completed and returned to the Committee Chairperson.
- Highlight new members in the Newsletter.
- Contact members that drop membership or are delinquent in payment of dues, to determine the cause and ask if the Chapter can be of assistance.
- Provide membership information to prospective members.
- Develop and undertake new member and membership retention campaigns.
- Continually sell the benefits of membership whenever the opportunity presents itself.

## **PAST PRESIDENTS COMMITTEE**

### **Mission Statement**

The Past President’s Committee shall provide oversight and guidance to the Executive Committee as well as to the Special Operation and Technical committees of the Chapter.

### **Committee Membership**

The President of the APWA-Wisconsin Chapter appoints the chair of the committee every year. Any active member of the Chapter who has served as Chapter president may serve as the committee chair. The chair shall solicit committee members from any and all active member that has served a term as Chapter president.

### **Meetings**

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties.

### **Duties/Activities**

- Provide recommendations and guidance for adjustments to new and existing Chapter programs and activities.
- Identify needs of the Chapter and/or members based on experience with the Chapter.
- Provide advice in retaining and promoting active involvement for long-term Chapter members.
- Assist the Chapter Conference Program Committee by suggesting topics of interest to the membership.
- Assist in the annual transition of leadership.

## **PUBLIC RELATIONS COMMITTEE**

### **Mission Statement**

The Public Relations Committee shall develop and maintain a positive image of the Public Works profession in the public eye. It shall inform and educate the general public as to the nature and purpose of public works in the community by advocating and promoting the profession through various forms of mass media.

### **Meetings**

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties.

### **Duties/Activities**

- Communicate what APWA is, what APWA does, why APWA does it and how APWA makes a difference.
- Influence public perception and attitudes of what public works is and the variety of ways public works services impact lives.
- Know and understand who our publics are and what influences and motivates them. Using this knowledge, correct or adjust misconceptions and/or attitudes as needed by creating an understanding of the wide variety of ways that public works activities impact daily lives.
- Form a liaison with the League of Municipalities. Try to attend and have a booth at their conferences.
- Identify and possibly attend other similar conferences or local conventions to advance our image.
- Cooperate and coordinate with the other committees to advance the Wisconsin Chapter's image.
- Send a press release each year, in December, announcing the latest results of the election of officers. At a minimum, it should be sent to the hometown of the elected officers.
- Coordinate the proclamation of Public Works week (3rd full week in May) with the Governor's Office. Prepare press release stating same and the role of Public Works
- Coordinate the Chapter Sponsorship Program.

## **VENDOR COMMITTEE**

### **Mission Statement**

The Vendor Committee shall advise the Executive Committee with recommendations to sustain healthy and value added vendor opportunities that are mutually beneficial to the Wisconsin Chapter APWA, vendors and members. The committee is to participate with the vendor activities at our spring and fall conferences, and is also responsible for encouraging new vendor participation.

### **Committee Membership**

The chair of the committee is appointed by the President of the APWA-Wisconsin Chapter annually. The chair can be appointed consecutively for three years, after which time a new chair is to be appointed. The chair of the committee can add any active member of the Chapter, in good standing, to serve as a member of the committee. A listing of the chair and committee members can be obtained at <http://www.wisconsin.apwa.net>. The committee may designate a vice chair.

### **Meetings**

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties.

### **Duties/Activities**

- Chairman, or designee, shall provide a verbal or written report of committee activities at the Executive Committee meetings (usually six per year including one each at the Spring and Fall Conferences). The written report can be by mail, fax or e-mail (sent to the Secretary).
- Assist chapter conference program committee

## **TECHNICAL COMMITTEES**

### **EMERGENCY MANAGEMENT COMMITTEE**

#### **Mission Statement**

The Emergency Management Committee shall inform, promote and educate the Chapter members and colleagues in Public Works, as necessary, about emergency management issues that will enable everyone to provide extraordinary services in times of extraordinary needs.

#### **Meetings**

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties.

#### **Duties/Activities**

- Determine topics and secure speakers for Chapter conferences.
- Keep abreast of current and pending legislation applicable to Homeland Security.
- Assist in the development of “Public Works Emergency Response mutual Aid Agreements” throughout the state.

### **ENGINEERING & TECHNOLOGY COMMITTEE**

#### **Mission Statement**

The Engineering and Technology Committee shall identify and research issues for the Chapter that will influence public policies and will strengthen the proper application of engineering principles and practices of Public Works. It shall provide Chapter members with a forum to exchange and develop ideas, knowledge, and technologies necessary to provide engineering support of Public Works.

#### **Meetings**

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties.

#### **Duties/Activities**

- Develop a list of topics for research and develop a list of topics, including speakers, for Chapter conferences.
- Be available to the statewide Chapter membership to receive topics for conferences, to be advised of potential engineering and technology issues and to answer related questions and respond to these members.
- Monitor and track legislative rules that could influence Public Works, keying items with engineering and technology importance, including House and Senate bills, Natural Resource and Public Service Commission rules.
- Generate reports on engineering and technology matters that can be reviewed by the Committee, and presented to the Chapter Executive Committee and State Chapter membership.
- Receive APWA Association requests including discussion paper(s) that are sent to the Chapter and then review and develop a proposal for action necessary by the Chapter.



## **FACILITIES AND GROUNDS COMMITTEE**

### **Mission Statement**

The Facilities and Grounds Committee shall inform, promote and educate the Chapter members and colleagues in Public Works, as necessary, about issues that pertain to the built environment pertaining to various types of buildings, parking structures, walkways and surfaces.

### **Meetings**

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties.
- Teleconferencing

### **Duties/Activities**

- Determine topics and secure speakers for Chapter conferences.
- Energy and operational efficiencies derived from improvements.
- Keep abreast of current and pending legislation.
- Maintain a source of relevant information on the Chapter website.

## **FLEET SERVICES COMMITTEE**

### **Mission Statement**

The Fleet Services Committee shall support the Chapter by providing technical and proven practical input in the areas of fleet management, encompassing all facets of design, build, repair, acquisition, and disposal of assets.

### **Meetings**

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties.

### **Duties/Activities**

- Increase Awareness.
  - Keep members informed of pending changes in fleet related legislation and demonstration projects e.g. alternative fuels.
  - Promote Public/Private sector cooperation.
    - Encourage Public Works Day events.
    - Organize and conduct annual Snowplow Roadeo.
    - Make regular Chapter newsletter contributions.
    - Encourage vendor participation with or on the committee.
  - Encourage smaller communities to participate in P.E.T. committee meetings.
- Assist parallel committee members in staying current in fleet management:
  - Distribute related facility, and fleet information.
  - Improve the training & development of our workforces.

- Sponsor training, workshops, in-house apprenticeships and aligning such efforts with local educational institutions.
- Encourage members of minority groups to pursue careers in fleet management.
- Produce and keep related training materials applicable to fleet areas.
  - Develop a list of topics, including speakers, for Chapter conferences.
  - Develop and hold meeting to discuss technical issues on equipment and/or fleet operations of common interest to members.
- Identify good management practices in these areas and pass them along to members.
  - Promote innovation and exchange of state-of-the-art information.
  - Pursue high performance standards in fleet management.

## **LEADERSHIP & MANAGEMENT COMMITTEE**

### **Mission Statement**

The Leadership and Management Committee shall provide direction within the Wisconsin Chapter of the American Public Works Association and to motivate its membership to foster qualities of effective leadership and management within the professions responsible for development and administration of public works infrastructure.

### **Meetings**

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties.

### **Duties/Activities**

Identify, explain and disseminate information about fundamental principles that provide a meaningful and practical basis for public works leadership and management in the following areas:

- Asset management/GASB 34.
  - Self Assessment/Accreditation
  - Municipal budgeting and revenue generation.
  - Consolidation of services and shared equipment.
  - Employee safety.
  - Public Works funding.
  - Labor management.
  - Public Works - Related public information and education programs.
  - Regulatory requirements.
- Propose policy for the Executive Committee.
- Identify the core competencies and skills that characterize an effective public works administrator and encourage their development within the Wisconsin Chapters membership.

- Pursue activities to strengthen the Wisconsin Chapters leadership in shaping public policy for effective managerial stewardship of the state’s public works assets.
- Develop a list of topics, including speakers, for Chapter conferences.

## **SOLID WASTE MANAGEMENT COMMITTEE**

### **Mission Statement**

The Solid Waste Committee shall develop and promote environmentally sound, cost effective and efficient solid waste management policies, practices and programs.

Functional areas the committee should focus on are as follows:

- Waste generation.
- Waste reduction/reuse and recycle.
- Landfilling.
- Collection and transportation systems.
- Brownfield remediation and redevelopment.
- Hazardous waste management.
- Management and financial issues.

### **Meetings**

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties.

### **Duties/Activities**

- Provide leadership to the Chapter in the area of Solid Waste Management.
  - Monitor the State Legislature for changes being proposed in Solid Waste Laws.
  - Prepare and submit written and/or oral statements on behalf of the Chapter concerning issues.
- Work to expand the membership of the committee.
  - Invite other organizations interested in solid waste to our conferences.
  - Support other organizations involved in solid waste.
- Develop a list of topics, including speakers, for Chapter conferences.

## **TRANSPORTATION COMMITTEE**

### **Mission Statement**

The Transportation Committee shall address, advance, promote and educate our members on transportation legislation, regulations, technology and funding.

### **Meetings**

- Spring and Fall Chapter conferences.

- Others as necessary to fulfill duties.
- Bi-monthly luncheon meetings between conferences.

### **Duties/Activities**

- Develop a list of topics, including speakers, for Chapter conferences.
- Monitor changes in WisDOT standards and practices

## **UTILITIES AND PUBLIC RIGHTS-OF-WAY COMMITTEE**

### **Mission Statement**

The mission of the UPROW Committee is to promote the best use of the public rights-of-way for the public benefit.

### **Goals**

- To create an atmosphere and forum for the rational discussion of right-of-way issues by the users and managers.
- The increase awareness of unique problems, issues and concerns of the stakeholders in the public rights-of-way, to develop policies, and guidelines and identify best practices where appropriate.
- To advocate the best use of public rights-of-way.
- To archive material developed for meetings, presentations, internet web sites in a manner that preserves the information such that it can be easily accessed and disseminated to our stakeholders.

### **APWA Goal #1**

APWA will be the members' primary gateway resource for education, knowledge exchange and services.

Objective 1: Collect and disseminate best practices and good examples through the website.

Objective 2: Post information monthly on the Infrastructure Protection and Right of Way Management InfoNOW community with each member assuming the responsibility for the posting twice throughout the year. Assign months at Congress yearly.

Objective 3: Participate with other similar organizations by submitting at least two articles to their publications and make at least one presentation to another organization or a chapter meeting during the year. Make assignments at annual meeting and at monthly conference calls.

Objective 4: Continue developing the Locator Certification Program as required.

Objective 5: Participate in the development and/or review of the APWA body of knowledge.

### **APWA Goal #2**

APWA will be acknowledged as the public policy advocate for the public infrastructure.

Objective 1: Review, revise and create advocacy and guidance position statements regarding legislation and regulations which will impact use of the public right-of-way by the February conference call.

Objective 2: Provide expert testimony at hearings and forums as requested by the Government Affairs Department.

Objective 3: Participate in federal task forces and inter-agency efforts to shape pending legislation as invited to do so.

### **APWA Goal #3**

APWA will be recognized as the brand name for credible information and the preferred choice for professional membership.

Objective 1: Continue to foster relationships and ensure communication with One Call Systems International (OCSI), Common Ground Alliance (CGA), American Gas Association (AGA), Associated General Contractors (AGC), American Society of Civil Engineers (ASCE), ACEC, Construction Management Association of American (CMAA), and other pertinent stakeholders.

## **WATER RESOURCES COMMITTEE**

### **Mission Statement**

The Water Resources Committee shall address, advance, promote, and educate our members on water resources management legislation, regulations, technology, and funding.

### **Meetings**

- Spring and Fall Chapter conferences.
- Others as necessary to fulfill duties.

### **Duties/Activities**

- Address water resources issues including laws, regulations, and services to the public.
- Recommend and advance APWA policies and positions regarding water resources management legislation and regulations.
- Identify and promote research needed to advance public works practices in the area of water resources management.
- Enhance service to APWA Chapter members by providing educational opportunities, information exchange, and representation.
- Develop a list of topics, including speakers, for Chapter conferences.
- Assign a task force for other specific needs as recommended by the committee.
- Chairman or Vice-Chairman will report committee recommendations to the Executive Committee.