



MEMORANDUM

TO: Members, Southeast Stormwater Association
FROM: Danielle Hopkins, Executive Director
RE: Annual Membership Meeting – October 10, 2024 at 4:35 p.m. Eastern
Election of Officers and Board of Directors
DATE: September 13, 2024

This memorandum concerns the Annual Meeting of the Association’s membership that will occur on **Thursday, October 10, 2024 from 4:35 p.m. until 5:15 p.m. Eastern** to elect the Officers and members of the Board of Directors.

**SESWA Annual Membership Meeting Agenda
October 10, 2024, 4:35 p.m. – 5:15 p.m. Eastern
Chattanooga Marriott Downtown, Chattanooga, TN**

Date/Time	Agenda Item	Assigned To
4:35 p.m.	1. Call to Order a. Welcome b. Acknowledgements	Demetria Kimball-Mehlhorn
4:40 p.m.	2. Elections a. Officers b. Board of Directors	Danielle Hopkins
5:15 p.m.	3. Adjourn	

PLEASE NOTE

1. Membership in SESWA is organizational – memberships include city/county government, private company, etc. There is only one vote per member organization. If more than one person is attending the meeting from the same organization, please determine who is authorized to cast the vote for your organization.
2. There will be a **brief meeting of the new Board of Directors on Friday, October 11, 2024 at 8:00 a.m. Eastern** in the Director’s Room (first floor of the Marriott) to elect the Board representative to the Executive Committee. **All Board members (both new and returning) should plan to attend that meeting.**

Backup information is attached.

2. Elections

Elections for both the Officers and Board of Directors will occur during the membership's Annual Meeting. Nominations and elections for the Association's Officers will be held first. Then caucuses will be organized by state and the private sector 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.

a. Officers

Officers of SESWA include the President, Vice President, and Secretary-Treasurer. These positions are directly 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 the same time. This ensures a majority of local government members.
- No more than one local government member of the Executive Committee may reside in the same state. This ensures that a majority of the Executive Committee does not reside in the same state.

The practice in SESWA has been that the existing Officers move "up-the-ladder" to the next highest office. In August of this year, President W. Dave Canann retired requiring him to resign his position. Due to the Annual Meeting occurring within two months, Demetria Kimball-Mehlhorn stepping into the role as Interim President leaving the Vice President position vacant pending upcoming member elections.

Following the practice of existing members moving "up-the-ladder" the Secretary-Treasurer's position also becomes vacant and needs to be filled by someone new to the Executive Committee.

The Bylaws authorize the President to appoint a committee to make recommendations to the membership concerning persons to be elected as Officers of SESWA. A Nominating Committee was appointed and recommends the below:

President Demetria Kimball-Mehlhorn, Lexington Fayette Urban City, KY [local govt]
Vice President John Butler, Gwinnett County, GA [local govt]
Secretary-Treasurer Lisa Wells, W.K. Dickson (an Ardurra company) [private sector]

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.

b. Board of Directors

After the 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 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 and if the above recommendation from the Nominating Committee is accepted, there will be three private sector seats open for election.

A listing of the current Board of Directors can be found on the SESWA website – www.seswa.org/board-of-directors showing which seats are open for election. Immediately after the election of the Officers, caucuses will be organized by state and the private sector, and elections for the Board of Directors will begin.

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.*

Please contact me if you have any questions concerning the Annual Membership Meeting or the Association. We encourage each of you to become actively involved in your Association!

Attachment(s): 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.