



## APWA COUNCIL CHARTER

### ACCREDITATION COUNCIL

#### MISSION STATEMENT

The purpose of accreditation is to promote excellence in the operation and management of a public works agency, its programs and employees. Accreditation is designed to assist the agency in continuous improvement of operations and management, and in providing a valid and objective evaluation of agency programs as a service to the public and the profession.

The Council determines the policies and criteria for accreditation, grants agency accreditation and re-accreditation, and approves revisions to the *Public Works Management Practices Manual*.

#### Voice: Be the voice of public works to government leaders, the public, and media

1. Develop/provide articles for *APWA Reporter* and other publications.

#### Education & Credentialing: Provide excellence in education and credentialing

1. Advocate the accreditation program to relevant stakeholders.
2. Monitor the accreditation program policies, criteria, and performance.
3. Develop toolkits and guidance documents.
4. Institute programs for the training of site evaluators.
5. Provide consultation to agencies.
6. Interact with other APWA entities on matters related to accreditation.

#### ORGANIZATION

**Chair:** The APWA President-Elect shall appoint the council chair. The chair is responsible for overall direction and management of the council. The term of office for the chair shall be one-year but may be reappointed for a second year by the APWA President-Elect. No member of the council can serve more than a maximum of six years including a maximum of two years as chair.

**Members:** The APWA President-Elect shall appoint up to six voting members including the chair. A minimum of four voting members shall be from a currently accredited agency. Council members serve a two-year term and may be appointed for up to two additional consecutive two-year terms. Members who have completed the maximum number of consecutive terms may apply for an additional term(s) after a one-year absence. The council is comprised of public works professionals and members of allied professions such as city/county management, government finance, law, public administration, human resource management, planning, and others involved in administration of local, regional, state, provincial and federal government agencies.



The number of members of allied professions may not exceed the number of public works professionals. Members of the council may not serve as accreditation or re-accreditation site evaluators during their term on the Council.

Should a member of the council be in a possible conflict of interest with respect to any public works agency scheduled for review by the council at any particular meeting, the member must recuse him or herself and not participate in any discussion or vote. Furthermore, the council may in its judgment determine that a member is in possible conflict of interest and ask that member to withdraw from discussion of and decision on a particular public works agency. All members of the council shall sign a Confidentiality and Conflict of Interest Agreement prior to service.

**Corresponding Members:** The council chair may designate any number of non-voting corresponding members as the need arises especially to address areas of development that may not be fully represented by the committee. Corresponding members need not be APWA members. If they are invited to attend a face-to-face meeting, they must cover their own travel expenses.

Groups of corresponding members (subcommittees and knowledge teams) may be formed as necessary to further the mission of the council. A group of corresponding members may be dissolved or established by a simple majority vote of the council.

#### **FINANCIAL AND ADMINISTRATIVE SUPPORT**

The council will meet one-day in conjunction with PWX (APWA's Public Works Expo). Council members shall commit to fund their own travel and expenses to attend the council meeting held at PWX. Generally, each council meets by conference call quarterly for approximately one hour. APWA staff shall provide administrative support.

#### **REPORTS**

A written summary of each conference call and in-person meeting shall be prepared by the chair or his/her designee. The summary shall be provided to all council members. Council updates may also be requested periodically for submission to the APWA Board of Directors via the board's liaison.

#### **CHARTER CHANGES**

Amendments to this charter require a majority vote of the voting council members present at a regularly scheduled meeting (when there is a quorum) and are subject to approval by the APWA Board of Directors.

**Date of Board Approval: February 2, 2018. Amended charter approved February 23, 2021.**

