



## APWA COMMITTEE CHARTER

### SMALL CITIES/RURAL COMMUNITIES COMMITTEE

#### MISSION STATEMENT

Support small cities and rural communities, identified as communities with populations of 50,000 or less, that operate, improve and maintain public works and infrastructure through advocacy, education, and member engagement

#### OBJECTIVES

The principal objectives, in support of APWA's Strategic Goals and Activities are:

1. conduct Town Hall Meeting of members representing Small Cities/Rural Communities at the APWA PWX each year and utilize other available outreach tools, including surveys and use of Connect, to determine the needs of Small Cities/Rural Communities;
2. develop topics and encourage speakers from small cities/rural communities to present at PWX and Click Listen & Learn webinars as identified by annual SCRC survey;
3. submit articles for each individual issue of the APWA Reporter written by or focused on the needs or successes of small cities/rural communities for topics identified as critical issues;
4. liaise with Technical Committees to identify and share the items of importance to SC/RC members and bring awareness of SC/RC issues to the Technical Committees;
5. increase awareness of national programs and issues which may impact SC/RC members including the promotion of resources available from APWA;
6. coordinate with Government Affairs committee, chapters, and Council of Chapters to assist with small cities and rural community advocacy issues;
7. highlight legislative issues and opportunities to support legislative advocacy specific to SC/RC members; and
8. identify industry trends, emerging technologies, and/or concerns related to small cities/rural communities including collaborating with the APWA International Affairs Committee and the Jennings Randolph Fellowship Program to identify international emerging technologies.

#### ORGANIZATION

**Chair:** The committee chair shall be appointed by the APWA president-elect. The chair is responsible for overall direction to and management of the committee. The term of office for the chair shall be one year. An individual member of the committee may serve as chair for no more than two years of their potential six-year term on the committee, but must be appointed by the president-elect in order to serve a second year as chair.

**Vice-Chair:** The committee may select a vice-chair. The vice-chair must be an appointed member of the committee. The vice-chair is responsible to act as the chair in the event that the committee chair cannot attend and/or participate in a meeting. Selection of a vice-chair does not guarantee the individual will be appointed by the President-Elect to the chair position when the position becomes vacant.

**Members:** The President-Elect shall appoint up to six (6) APWA members (including the chair). Committee members serve a two-year term, and may be appointed for up to three consecutive two-year terms. The qualification basis for appointment to the committee is to be a "highly knowledgeable" subject matter expert in the specific area of committee responsibility with diversity of technical



backgrounds and experience, geographic diversity and be a representative of APWA's broad membership and currently employed by or primarily serving communities or retired from a community with a population of less than 50,000. Members of the committee whose community grows outside of this committee's population limits, are eligible to complete the maximum term limitations for the committee as outlined in this charter.

**Corresponding Members:** The committee 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.

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

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

All committees will meet individually meet one-day prior to PWX. Upon acceptance of the appointment, the committee member is committing to funding this trip as these expenses are not reimbursable. The committee will participate in a biennial spring combined meeting or in a collaborative effort that addresses the objectives of the committee and the APWA strategic plan. These expenses are reimbursable for committee members. Corresponding members may participate at their own expense. Generally, each committee meets by conference call up to ten times a year for approximately one hour per call. Administrative support shall be provided by APWA staff.

#### **REPORTS**

The committee shall produce an annual work plan that takes into consideration review of APWA products and programs and addresses the objectives listed in this charter. A written summary of each conference call meeting and in-person meeting shall be prepared by the chair or his/her designee to be provided to all committee members and which may be posted on the APWA website as information to general APWA membership. Committee updates may also be requested periodically for submission to the APWA Board of Directors via the At-Large Director.

#### **CHARTER CHANGES**

Amendments to this Charter require a majority vote of the committee 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: June 23, 2017. Amended charter approved September 6, 2019.**