

**APPENDIX C  
PENNSYLVANIA SECTION  
MANUFACTURERS/ASSOCIATES COUNCIL  
ORGANIZATION AND OPERATING GUIDELINES**

**Section 1. Establishment and Purpose of Manufacturers/Associates Council**

There is hereby established within a Manufacturers/Associates Council (MAC Committee). The purpose of MAC Committee shall be to develop action programs to initiate, evaluate, respond and comment, within the framework and Association policies on matters which directly affect service and goods vendors, consultants, manufacturers, any other industry related to the support of the various water utilities and purveyors associated with the Section. The MAC Committee shall bring to the attention of other councils and committees with the Section and the Association those policies, procedures and matters which may fall within their areas of interest.

**Section 2.2 Membership**

The Council shall be comprised of eight (8) members who are representatives of a manufacturer, an engineering firm or a contractor which holds a manufacturer/associate or consultant membership in the Association. This Council shall include only members who are in good standing. At least one member shall be from each of the Section's Districts, if available.

Members of the Council shall be selected by the manufacturers/associates and consultant members of the section at a meeting held during the Section's Annual Conference. Election procedures shall be as established by the Council.

**Section 3. Terms of Office Members**

Except as hereinafter provided for the existing members of the Council, the term of office of all new members shall be for three (3) years on a staggered basis. Not more than three (3) terms shall expire in any one year. Members of this Council shall be eligible to succeed themselves for one additional term. (Serve a total of six (6) consecutive years). After absence from the Council for one (1) year, a person may be reelected to serve on the Council.

**Section 4. Officers**

The officers of the Manufacturers/Associates Council shall be a Chair, Vice-Chair, and Secretary. Officers shall have served at least one (1) year on the Council before becoming eligible to be an officer. Officers shall be elected by members of the Council and shall serve a two-year term or until such time as their term as a member of the Council expires, whichever is less. They shall not be eligible to succeed themselves unless they have served less than a full two-year term. Officers shall be elected every second year at the Section's Annual Conference. The terms of the newly appointed/elected members and officers shall begin, and those of their predecessors shall end, at the conclusion of the Section's Annual Meeting.

If an officer is unable to fulfill his/her term of office, the Council shall elect a replacement at the earliest convenient time.

The Council Chair shall represent the Council on the Section Board and shall serve in that capacity during his/her term as Council Chair. The Chair will be responsible for attending each meeting of the Section Board. If he/she is unable to attend, the Vice-Chair shall serve in his/her place.

**Section 5. Amendments to Operating Guidelines**

Amendments to these Operating Guidelines must be approved by the Council and the Section Board.

Proposed amendments shall be circulated to the Council at least one (1) full month before the meeting at which a vote is to be taken.

These Operating Guidelines may be amended by a two-thirds vote of all Council members present and voting at a Council meeting. They shall not be subject to amendment by letter ballot.

After approval by the Council, the Council secretary shall forward the proposed amendments to the Section Board for review and approval prior to becoming effective. A vote of the general membership shall not be required.