

USNWSAP Steering Committee

Governing Principles

Draft – June 2023

Purpose and objectives

1. NAME

The name of the oversight group for the U.S. National Water Safety Action Plan shall be the U.S. National Water Safety Action Plan Steering Committee

2. STATUS

2.1 The Steering Committee is a voluntary team of delegates who agree to work together to meet the group's purpose and objectives.

2.2 The Steering Committee is an unincorporated entity. Intellectual property, contractual obligations, and financial accounts are held and will be managed by the National Drowning Prevention Alliance (NDPA) on behalf of the Steering Committee.

3. PURPOSE

The primary purpose of the Steering Committee is to facilitate implementation of the U.S. National Water Safety Action Plan to reduce incidents of drowning in the United States.

4. OBJECTIVES

The following are example functions the Steering Committee may undertake to meet its purpose. The Steering Committee may omit or add items consistent with that purpose.

- Disseminate information on the USWSAP via websites and other social media, presentations, and joint efforts with partners.
- Conduct five-year assessments of Plan results and make adjustments to the Plan as appropriate.
- Solicit funding to employ administrative or other support staff as needed, in cooperation with the NDPA.
- Facilitate communication and cooperation among stakeholders who are addressing similar Plan recommendations.
- Establish standing or temporary subcommittees or working groups consisting of Steering Committee delegates and outside contributors to address specific Plan components.

- Coordinate advocacy efforts for government involvement in legislation, funding, and research.
- Manage use of USNWSAP common-law and registered trademarks and service marks by other entities.

Membership and operations

5. NUMBER

The Steering Committee will consist of an odd number of delegates from five to eleven, with the number determined by the Steering Committee subject to need and recruitment.

6. DELEGATE CATEGORIES

6.1 Delegates of the Steering Committee shall consist of two categories: Core Delegates and General Delegates.

6.2 Core Delegates and General Delegates shall be apportioned such that Core membership will be no more or less than one above the number of General memberships (3+2, 4+3, 5+4, or 6+5).

7. CORE DELEGATES OF THE STEERING COMMITTEE

7.1. Core Delegates are to be nominated by and represent members of the national organizations that comprise Water Safety USA.

7.2. Water Safety USA shall choose which of its organizations are represented on the Steering Committee by Core Delegates if the number of nominations exceeds the number of available slots.

7.3. NDPA will choose a staff delegate to participate as a standing ex-officio member of the Steering Committee independent of its membership in Water Safety USA. The NDPA staff representative is entitled to participate in all meetings and discussions but must abstain whenever a vote of Steering Committee delegates is necessary to reach a decision. NDPA's staff representative is not included in the delegate counts in 6.2. This does not preclude NDPA affiliated individuals (non-staff) from serving on the Steering Committee if invited using the outlined procedures in this document.

8. GENERAL DELEGATES OF THE STEERING COMMITTEE

8.1. General Delegates shall be stakeholders with a demonstrated involvement in water safety and drowning prevention, and may represent state or local agencies, family foundations, academic or research institutions, commercial aquatic venues, individuals, or other interested parties, including retirees from government agencies.

8.2. General Delegates of the Steering Committee shall be selected according to the following:

8.2.1. Beginning at least four months preceding December 31st of each year, the Steering Committee will compile a list of stakeholders, excluding WSUSA organizations, wishing to be considered for positions on the Steering Committee.

8.2.2. The list of interested stakeholders will be based on:

8.2.2.1. Self-nominations provided in response to requests communicated by the Steering Committee by whatever means are used to keep the public informed of the Plan.

8.2.2.2. Individual requests approved by the Steering Committee directly to specific stakeholders to address identified needs.

8.23 A least one month prior to December 31st, the Steering Committee will select the required number of new General Delegates from the list of candidates, individually inform both successful and unsuccessful applicants, and publish the results.

8.3. General Delegates of the Steering Committee may not be employees of Water Safety USA organizations.

9. MEMORANDUMS OF UNDERSTANDING

Memorandums of Understanding (MOUs) are required to be executed between each Steering Committee delegate's sponsoring organization, or each individual, and the National Drowning Prevention Alliance, as determined by the NDPA.

10. TERMS

10.1. Steering Committee delegates shall serve terms of three years beginning January 1 following selection.

10.2. Steering Committee delegates may serve a maximum of two consecutive three-year terms.

10.3. Former Steering Committee delegates are eligible for renewed service after a three-year hiatus.

11. RESIGNATIONS, REMOVALS, AND UNFILLED TERMS

11.1. Any Steering Committee delegate may resign at any time by providing notice to the Committee.

11.2. The Steering Committee may impose a mandatory resignation due to lack of participation or grievous misconduct following a majority vote by the rest of the delegates.

11.3. Core Delegates who resign shall be replaced for the remainder of their term by an appointee from the WSUSA organization that they represent.

11.4. If a Core Delegate resigns due to the demise or withdrawal of their organization from WSUSA, then WSUSA may select a replacement from another member organization to fulfil the term.

11.5. If a General Delegate resigns, the remaining Steering Committee shall determine an equitable way to select someone to fulfil the remainder of that term, based on the affiliation of the delegate who resigns.

12. OFFICERS

12.1. During the first Steering Committee meeting of each calendar year, the Committee shall select both a Committee Chair and a Committee Vice-Chair to serve for that year.

12.2. The Chair and Vice-Chair may serve consecutive one-year terms subject to term limits in article 10.

12.3. If either the Chair or Vice-Chair resigns, the Steering Committee shall select a replacement to serve the remainder of that year.

12.4. The Chair shall preside over meetings and coordinate the reports required by article 14.

- 12.5. The Vice-Chair serves during temporary absences of the Chair.
- 12.6. The Steering Committee may select other officers they determine are needed.

13. MEETINGS

- 13.1. The Steering Committee shall set its own meeting frequency, duration, and locations, either virtual or in-person.
- 13.2. The Steering Committee is encouraged to meet in-person at least every other year in association with NDPA conferences.
- 13.3. Steering Committee delegates should approach discussions in an open and transparent manner. If conflict arises, the Chair may formally invoke Robert's Rules of Order to manage discussion and decision making.

14. REPORTS

- 14.1. The Steering Committee shall provide formal written reports on implementation of the USNWSAP at least yearly to WSUSA, or more frequently as agreed between the Steering Committee and WSUSA.
- 14.2. The Steering Committee shall provide timely reports as requested by NDPA to satisfy agreements with that organization.

15. CONFLICTS OF INTEREST

Delegates of the Steering Committee shall declare and manage any potential conflicts of interest similar to the by-law requirements of the NDPA with respect to board members.

INTELLECTUAL PROPERTY AND FINANCES

16. INTELLECTUAL PROPERTY

- 16.1. Rights with respect to USNWSAP intellectual property (IP) shall be held by NDPA under the auspices of agreements with NDPA.
- 16.2. The NDPA is not obligated to file for or defend registered USNWSAP trademarks. However, the NDPA may assist the Steering Committee with IP issues if the Steering Committee provides funding necessary to do so.

17. FINANCIAL ACCOUNTS

- 17.1. All funds associated with the USNWSAP, if any, shall be held by the NDPA in separate restricted accounts.
- 17.2. The NDPA may automatically deduct reasonable account maintenance fees, both internal to NDPA and those imposed by financial institutions.
- 17.3. The NDPA will provide regular account statements to the Steering Committee.

18. FINANCIAL ACQUISITIONS, TRANSACTIONS, AND EXPENDITURES

- 18.1. Procurement of funds to support implementation of the USNWSAP is the responsibility of the Steering Committee in concert with WSUSA members and other organizations, including those that accept grant applications.
- 18.2. The Steering Committee may direct the NDPA to disperse funds collected for USNWSAP implementation in payment to vendors for services rendered without signed contracts, so long as assets exceed budgeted items.
- 18.3. The Steering Committee may not contractually commit funds to a vendor without making prior arrangements with NDPA.
- 18.4. The NDPA may automatically restrict and expend funds to fulfill requests by the Steering Committee for the NDPA to manage various aspects of USNWSAP implementation, such as administrative support.

19. ADMINISTRATIVE SUPPORT

- 19.1. Agreements with NDPA to support the Steering Committee include contracting and managing support personnel as employees of NDPA, provided the necessary funds are guaranteed via fund acquisition arranged by the Steering Committee.
- 19.2. The NDPA may elect not to provide services to the Steering Committee unless funding is available within a timeframe determined by the NDPA.

20. DISPERSAL OF ASSETS

- 20.1. In the event the Steering Committee is dissolved, assets held on its behalf by the NDPA that exceed outstanding commitments shall be returned proportionally to donors if feasible or dispersed according to directions from WSUSA.

21. TRANSITION

- 21.1. Members of the Steering Committee formed to develop the Plan (SC1), in cooperation with the NDPA and WSUSA, will set a date for the transition of governance to the new Steering Committee (SC2) guided by these articles.
- 21.2. SC1 consists of seven Core Delegates and two General Delegates as defined in articles 7 and 8. Each of those members will continue as SC2 delegates for four months past the transition date established in 21.1.
- 21.3. At four months past the transition date, the seven Core Delegates will have decided the following:
 - 21.3.1. Two Core Delegates will leave SC2. Those delegates and their organizations are eligible for reappointment to a primary 3-year term beginning January 1st of the following year.
 - 21.3.2. The terms of two of the remaining five Core Delegates will expire on December 31st of the following year. Those delegates and their organizations are eligible for reappointment to a primary 3-year term beginning January 1st of the next year.
 - 21.3.3. The terms of two of the remaining three Core Delegates will expire on December 31st of the second year following the transition date. Those terms will be considered the first of two allowed consecutive terms.

21.3.4. The term of the remaining Core Delegate from SC1 will expire on December 31st of the third year following the transition date.

21.4. At four months past the transition date, the two General Delegates will have decided whether they wish to terminate service on SC2 or continue serving for one, two, or three years.

21.5. At four months past the transition date, the original nine delegates of SC2 (identical to the members of SC1) will have determined the number of additional General Delegates needed to have a total of four going forward, and select those according to article 8. Initial terms should be for one, two, or three years to stagger future expirations based on the results of article 21.4. (Article 21.3.1 leaves five Core Delegates in place until January 1st of the following year. Article 6.2 requires four General Delegates to balance those five. The number of additional General Delegates needed will depend on the results of 21.4)

21.6. A year after the transition date, article 21 will be null and may be removed.