

# **Technical Certification Program Executive Committee of the California Water Environment Association (CWEA)**

## **STANDING RULES**

### **1.0 MISSION STATEMENT**

1.1 The Technical Certification Program Executive Committee is a Standing Committee of the California Water Environment Association, hereinafter referred to as the Association, Board of Directors, hereinafter referred to as the Board. The TCP Executive Committee was created to develop and implement a multilevel technical certification program for individuals employed in the wastewater field.

### **2.0 OBJECTIVES**

2.1 The TCP Executive Committee, with the assistance of the TCP Executive Committee Chair, shall be responsible for the development and administration of the Technical Certification Program, including the application, examination development, examination administration, and certificate renewal process.

2.2 The TCP Executive Committee shall develop guidelines, criteria, and testing procedures that are responsive to the needs of the water quality industry and allow participants to demonstrate technical competence.

2.3 The TCP Executive Committee shall be responsible for maintaining the quality of the examinations through continuous upgrading and review.

### **3.0 MEMBERSHIP**

3.1 VOTING Committee membership shall consist only of:

- Chair
- Vice-Chair
- Collections Systems Maintenance Representative
- Mechanical Technologist Representative
- Environmental Compliance Inspector Representative
- Electrical Instrumentation Representative
- Laboratory Analyst Representative

NON-VOTING Members may consist of:

- Cert Prep Task Force 2.0 Liaison
- Advanced Water Treatment Certification Liaison
- Assessment Specialist

- 3.2 VOTING Members of the TCP Executive Committee shall possess a Grade III or IV Certificate in one of the vocations and be members of the Association. In special circumstances, a Grade II Certificate Holder may serve on the committee with the approval of the TCP Executive Committee and the Association President. NON-VOTING members do not need to meet the above requirements. Other individuals may serve on special sub-committees and task forces, as approved by the TCP Executive Committee.
- 3.3 Vocational Representatives shall submit vocationalist nominees to the TCP Executive Committee for approval two weeks after the Association Annual Conference.
- 3.4 Liaisons shall submit liaison nominees to the TCP Executive Committee for approval two weeks after the Association Annual Conference. If no nominee is submitted, the TCP Executive Committee Chair may appoint a staff member with the approval of the TCP Executive Committee.
- 3.5 TCP Executive Committee Chair shall approve appointments to fill membership vacancies on the TCP Executive Committee (except for Vice Chair). The TCP Executive Committee Chair may appoint a replacement for any Vocational Representative or Liaison position for inability to fulfill the term.
- 3.6 The Association President shall appoint the Chair and Vice Chair of the Committee to a two-year term within thirty (30) days after the annual business meeting. The Association President may appoint a replacement for the TCP Executive Committee Chair or Vice Chair for inability to fulfill the full term.
- 3.7 Absence from three consecutive meetings without prior approval of TCP Executive Committee Chair shall constitute an inability to fulfill the term.
- 3.8 Certification Manager or Certification Assistant Project Manager shall attend all TCP Executive Committee meetings.

#### **4.0 DUTIES AND FUNCTIONS**

- 4.1 Chair

- 4.11 Shall serve as Chair of the TCP Executive Committee.
  - 4.12 General supervision of the affairs of the TCP Executive Committee.
  - 4.13 Preside over TCP Executive Committee meetings.
  - 4.14 Appoint sub-Committees or task forces as required.
  - 4.15 Submit a quarterly report to the Executive Director for presentation to the Board. The TCP Executive Committee report will contain activities, recommendations or other information of importance relating to the activities of the TCP Executive Committee or Association.
  - 4.16 Shall serve as a member of the CWEA Board of Directors and shall fulfill liaison responsibility between the Board and the TCP Executive Committee.
  - 4.17 Shall serve a term of 2 years, and shall not serve more than 2 terms in succession.
  - 4.18 Shall be in a North/South rotation with the Vice Chair position.
- 4.2 Vice-Chair
- 4.21 Shall serve as Vice Chair of the TCP Executive Committee.
  - 4.22 Shall serve as acting Chair at TCP Executive Committee meetings when the Chair is unable to attend.
  - 4.23 Attend sub-Committee meetings as directed.
  - 4.24 Shall serve a term of 2 years, and shall not serve more than 2 terms in succession.
  - 4.25 Shall succeed Chair at end of term when the chair becomes vacant.
  - 4.26 Shall be in a North/South Rotation with the Chair position.
- 4.3 Vocational Representatives
- 4.31 Responsible for representing the interests and perspectives of the vocation.

- 4.32 Provide oversight and guidance for projects related to the vocation as well as for relevant exams.
  - 4.33 Provide subject matter expertise for the vocation as needed, assist staff in approving applications and reviewing appeals as needed.
  - 4.34 Responsible for recruiting additional SMEs as needed for approving applications, reviewing appeals and special projects.
  - 4.35 Serve as a Liaison between TCP Executive Committee and the relevant CWEA Technical Committee.
  - 4.36 Shall serve a term of 2 years, and shall not serve more than 2 terms in succession.
- 4.4 Liaison to Cert Prep Task Force 2.0
- 4.41 Serve as the Liaison between the Cert Prep Task Force 2.0 and the TCP Executive Committee.
  - 4.42 Attend Cert Prep Task Force 2.0 meetings and provide regular reports to TCP Executive Committee on training activities.
  - 4.43 Support Local Section TCP Chairs in coordinating training events.
  - 4.44 Shall serve a term of 2 years, and shall not serve more than 2 terms in succession.
  - 4.45 Liaison to Advanced Water Treatment Certification Committee
  - 4.46 Serve as the Liaison between the Advanced Water Treatment Certification Committee and the TCP Executive Committee.
  - 4.47 Attend AWT Committee meetings and provide regular updates to TCP Executive Committee.
  - 4.48 Shall serve a term of 2 years, and shall not serve more than 2 terms in succession.

## **5.0 OPERATING PROCEDURES**

- 5.1 The TCP Executive Committee shall comply with all procedural requirements established by the Board.

- 5.2 The TCP Executive Committee shall hold such meetings as it deems necessary to carry out its function. All interested parties, the Executive Director, Board Liaison and active TCP Executive Committee members shall be notified in writing of the time, place and agenda at least two weeks prior to a Committee meeting.
- 5.3 At least one meeting of the TCP Executive Committee shall be convened not less than 21 days prior to the June Board of Directors meeting.
- 5.4 Neither the TCP Executive Committee nor its members shall represent or purport to represent any official position/stance or policy of the Association without prior approval of the Board.
- 5.5 The TCP Executive Committee shall coordinate with other Committees to pursue activities such as meetings, seminars, publications and newsletters that would promote those activities related to the mission of the TCP Executive Committee.

**6.0 AMENDMENTS**

- 6.1 Amendments to these Standing Rules may be proposed by a majority of the TCP Executive Committee. All proposed amendments shall be referred to the Association Constitution and Bylaws Committee to ensure that these amendments are in accordance with the Constitution and Bylaws of the Association. Amendments to the Standing Rules shall be considered adopted with the approval of the Board.

ACCEPTANCE BY COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_  
CHAIR

APPROVAL BY CWEA: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRESIDENT

ATTESTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
EXECUTIVE DIRECTOR