

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

STANDING RULES

1.0 MISSION STATEMENT

1.1 The Technical Certification Program 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 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 Committee, with the assistance of the TCP Director, 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 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 Committee shall be responsible for maintaining the quality of the examinations through continuous upgrading and review.

3.0 MEMBERSHIP

3.1 Committee membership shall consist only of :

- Chair
- First Vice-Chair
- Second Vice-Chair
- Northern Regional Representative
- Southern Regional Representative
- Lead Vocationalists for each vocation
- Vocation Sub-committee Members (3 in each vocation in addition to Lead Vocationalist)

- Local Section TCP Chairs
 - 1 Representative for each Member Association with a testing partnership agreement with CWEA
- 3.21 Members of the Committee shall possess a Grade III or IV in one of the vocations, a Grade IV or V Operator's Certificate, or a college level degree in a related field, and be members of the Association. Other individuals may serve on special sub-committees and task forces, as approved by the Executive Committee.
- 3.22 Lead vocationalist and Local Section Presidents shall submit vocationalist nominees to the TCP Executive Committee for approval two weeks after the Association Annual Conference.
- 3.23 Northern and Southern Regional Committee Chairs shall submit nominations for TCP Regional Representatives to the TCP Executive Committee for approval within two weeks following the annual conference.
- 3.24 TCP Chair shall approve appointments to fill membership vacancies on the Committee (except for Vice Chairs).
- 3.3 The Association President shall appoint the Chair and Vice Chairs of the Committee to a one-year term within thirty (30) days after the annual business meeting. The Association President may appoint a replacement for the Committee Chair or Vice Chair for inability to fulfill the full term.
- 3.4 TCP Director and/or Executive Director shall attend all TCP meetings.

4.0 DUTIES AND FUNCTIONS

- 4.1 Chair
- 4.11 Shall serve as Chair of the Executive Committee.
- 4.12 General supervision of the affairs of the Committee and Executive Committee.
- 4.12 Preside over Committee and Executive Committee meetings.
- 4.13 Appoint sub-Committees or task forces as required.
- 4.14 Submit a quarterly report to the executive Director for presentation to the Board. The Committee report will contain activities, recommendations or other information of importance relating to the activities of the Committee or Association.

- 4.15 Shall serve as a member of the CWEA Board of Directors and shall fulfill liaison responsibility between the Board and the Committee.
- 4.16 Shall serve a term of 1 year to reduce burden of the position, and shall not serve more than 2 terms in succession.
- 4.2 Vice-Chair
 - 4.21 Shall serve as Vice Chair of the Executive Committee.
 - 4.21 Serve as acting Chair at Committee meetings and Executive Committee meetings when the Chair is unable to attend.
 - 4.22 Attend sub-Committee meetings as directed.
 - 4.23 Shall serve a term of 1 year and shall not serve more than 2 years in succession.
 - 4.24 Shall succeed Chair at end of term when the chair becomes vacant.
- 4.3 Second Vice Chair
 - 4.31 Serve as acting Chair at Committee meetings and Association meetings when the Chair and First Vice Chair are unable to attend.
 - 4.32 Attend sub-Committee meetings as directed.
 - 4.33 Serve as liaison to the Vocation Member subcommittee.
 - 4.34 Shall serve a term of 1 year and shall not serve more than 2 years in succession.
 - 4.35 Shall succeed Vice Chair when the Vice Chair becomes vacant.
- 4.4 Regional Representatives
 - 4.41 Shall serve on the TCP Executive Committee.
 - 4.42 Serve as liaison between Technical Certification Program Committee and Northern/Southern Regional Committees.
 - 4.43 Assist Northern/Southern Regional Committees and/or Local Sections with CWEA study sessions.

- 4.44 Shall have a two year term and shall have no limit to the number of terms served in succession.
- 4.5 Lead Vocationalist
 - 4.51 Responsible for implementation of all functions of Vocational Sub-committee.
 - 4.52 Serve as a liaison between Executive Committee and Vocational Sub-committee.
 - 4.53 Work closely with TCP Director in examination preparation and evaluation processes.

Assemble ad hoc task forces as necessary to carry out specialized functions.
 - 4.55 Shall have a two year term and shall have no limit to the number of terms served in succession.
- 4.6 Vocation Sub-committee Member
 - 4.61 Work with Lead Vocationalist in examination preparation and evaluation process.
 - 4.62 Assist TCP Coordinator in test scoring by grading subjective elements of examinations and reviewing borderline failing test scores.
 - 4.63 Provide assistance in examination review process.
 - 4.64 Update and maintain a current item bank for the vocation.
 - 4.65 Shall have a two year term and shall have no limit to the number of terms served in succession.
- 4.7 Local Section TCP Chair
 - 4.71 Responsible for all Local Section Activities related to the Technical Certification Program.
 - 4.72 Distribute and process applications for certification examinations.

- 4.73 Make arrangements for examination administration in the Local Section, including receiving examinations and checking number and type of exams prior to administration, obtaining local testing facilities, monitoring the examination process and returning examinations to the CWEA office.
- 4.74 Review all TCP applications for the Local Section and recommend eligibility of applicant to take written test.
- 4.75 Shall have a two year term and shall have no limit to the number of terms served in succession.

5.0 OPERATING PROCEDURES

- 5.1 The Committee shall comply with all procedural requirements established by the Board.
- 5.21 The Committee shall hold such meetings as it deems necessary to carry out its function. All interested parties, the Executive Director, Board Liaison and active Committee members shall be notified in writing of the time, place and agenda at least two weeks prior to a Committee meeting.
- 5.22 At least one meeting of the Executive Committee shall be convened not less than 21 days prior to the June Board of Directors meeting and shall include a review of budgetary requirements.
- 5.3 Neither the Committee nor its members shall represent or purport to represent any official position or policy of the Association without prior approval of the Board.
- 5.4 The TCP Committee has delegated the day-to-day decisions of running the Program to an Executive Committee consisting of the Chair, First Vice-Chair, Second Vice-Chair and the two Regional Representatives. The Executive Committee shall report its decisions at the annual TCP Committee meeting. All matters of decision by the Committee shall be decided by majority vote.
- 5.5 The Committee shall submit a Committee budget to the Association Treasurer following the policies and procedures of the Association. All financial transactions will be conducted through the Association Treasury with authorization by the Executive Director.. The Committee shall not

retain an independent bank account unless authorized to do so by the Board.

- 5.6 The 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 Committee.

6.0 AMENDMENTS

- 6.1 Amendments to these Standing Rules may be proposed by a majority of the 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

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