NC AWWA-WEA
POLICIES AND PROCEDURES
Wastewater Board of Education and Examiners
Charter and Operating Guidelines

Date: October 9, 2009
Approved By: Board of Trustees
Policy Title: Wastewater Board of Education and Examiners
Charter - with attached Operating Guidelines
Number:
Revisions: July 22, 2010; September 15, 2011; March 7, 2013; January 20, 2017; March 24, 2017

CHARTER

Objective:
The objective of this document is to outline the responsibilities of the NC AWWA-WEA Wastewater Board of Education and Examiners (BOEE) and its relationship to the North Carolina Water Pollution Control System Operators Certification Commission (NCWPCSOCC); and outline provisions for additional responsibilities associated with other current and future certifications associated with wastewater including but not limited to Wastewater Laboratory Analyst Certification, Maintenance Mechanic Certification, and Residuals Management/Land Application Certification.

Wastewater BOEE Purpose:
To provide assistance to the North Carolina Water Pollution Control System Operators Certification Commission (NCWPCSOCC). The purpose may be expanded in the future to provide similar responsibilities for Wastewater Laboratory Analyst Certification, Maintenance Mechanic Certification, and Residuals Management/Land Application Certification.

Organization:
The NC AWWA-WEA Chair shall appoint the Wastewater BOEE members and the Chair. The Wastewater BOEE shall consist of ten to fifteen official members with terms such that no more than one-third of the members of the BOEE are replaced in one year. At least two BOEE members shall be from systems of less than 20,000 population. Also, at least two BOEE members shall hold a valid Physical/Chemical (Grade II), Biological (Grade IV) and Collection (Grade IV) certification issued by the NCWPCSOCC. A quorum of official members must be present to conduct a meeting. Any person considered for service on the Wastewater BOEE shall have achieved the highest level or grade in Treatment or Collection,
unless otherwise approved by the NCWPCSOCC. If and when future programs are added, the Wastewater BOEE shall include a minimum of 1 member with the highest certification for each program added.

The following shall be advisors (non-voting) to the Wastewater BOEE: Chair of the NCWPCSOCC, and Chairs of the NC AWWA-WEA Collection/Distribution, Wastewater Treatment Operators Schools Committee.

Term of Service
Each Wastewater BOEE member will serve a term of three years. The Officers shall consist of the Chair, Vice-Chair, and Secretary. A person will not be eligible to serve as Chair until that person has served on the Wastewater BOEE for at least one year. Members are eligible for reappointment. A liaison from the Wastewater BOEE will be appointed to attend every Commission meeting.

Restriction
Any person reviewing, or revising exams shall have the highest level for that exam being reviewed (Collection, Treatment) unless otherwise approved by the NCWPCSOCC. Any person who has served on the Wastewater BOEE shall not be allowed to take an exam for any level or grade, Collection or Treatment, without written permission from the NCWPCSOCC.

Responsibilities
The execution of the purpose will occur by implementing the following activities:

- Determining an appropriate curriculum based on operator job duties, Needs-to-Know manual and reference materials
- Assisting NC AWWA-WEA Collection and the Physical/Chemical and Biological Wastewater Schools Committees to determine appropriateness of course content
- Developing and maintaining Needs-to-Know manual
- Providing revised and / or new questions to assist NCWPCDOCC with keeping test question bank up-to-date and based on reference materials
- Providing guidance to instructors
- Auditing classes at the Collection and Wastewater Schools to determine that the appropriate content is being taught
- Assisting the NCWPCSOCC with exam application approvals as requested
- Reviewing and evaluating exam results with special attention to questions missed by a majority of examinees
- Securing proctors to assist in exam administration
- Assisting the NCWPCSOCC as requested with validation of approved schools, ensuring that there is a curriculum equivalent to NCWPCSOCC courses, content, and contact hours
- Assisting the NCWPCSOCC as requested with appeals for Treatment and Collection.

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ATTACHMENT:

OPERATING GUIDELINES

1. Currently chartered/authorized WWBOEE composition:
   a. Physical/Chemical Grade II
   b. Physical/Chemical Grade II
   c. Physical/Chemical Grade II
   d. Biological Grade IV
   e. Biological Grade IV
   f. Collection Grade IV
   g. Collection Grade IV
   h. System Population < 20,000
   i. System Population < 20,000
   j. Other Applicable Certification
   k. Other Applicable Certification
   l. Other Applicable Certification
   m. Other Applicable Certification

All previously referenced positions except the third Physical/Chemical Grade II position were established pursuant to the WWBOEE Charter dated 10.12.2009; the third Physical/Chemical Grade II position was authorized by the NC AWWA – WEA Board of Trustees on 07.22.2010 pursuant to a request from the WWBOEE; the System Population < 20,000 was authorized by the NC AWWA-WEA Board of Trustees on 01.20.2017 pursuant to a request from the WWBOEE.

2. Future chartered/authorized expansion of the current WWBOEE composition:
   a. Certified Wastewater Laboratory Analyst
   b. Certified Maintenance Technologist
   c. Certified Residuals Management/Land Application Operator

3. A majority of the WWBOEE membership constitutes a majority; a plurality of those in attendance is sufficient to carry motions; Roberts Rules of Order will be used as a guideline.

4. While the WWBOEE seeks to conduct its business openly, certain sensitive issues may arise necessitating the utmost in confidential discussions, decisions, and communication of outcomes. In these instances, non-WWBOEE members will be excused while such business is conducted. These issues may include, but are not limited to,
   a. Certain exam-related issues/exam development assistance affecting general exam certification outcomes or certification outcomes for specific individuals. These areas might include (a) exam test bank question preparation; (b) specific exam test question compilation/mix; (c) exam application approval/decisions on specific candidates’ admittance; (d) appeals – appropriate exam questions and answers.
   b. WWBOEE vacancy discussions and recommendations to the NC AWWA – WEA Board of Trustees.
   c. Award nomination discussions and recommendations to the NC AWWA – WEA Board of Trustees where the WWBOEE is tasked with this responsibility.
5. Because WWBOEE members are appointed to represent specific areas of knowledge and expertise, and because that diversity of knowledge and expertise is required for the development of accurate Need To Know criteria for different sized systems, the attendance and participation of each of the members is essential.

6. In the event of diminished participation by any member or officer of WWBOEE, including, but not limited to failure to attend at least 30% of scheduled meetings – either in person or by conference call-in and where such failure to attend is without reasonable justification, that member or officer shall be deemed to have resigned and shall be replaced.

7. For that same reason, failure of any WWBOEE member to continue his/her affiliation with employment that is consistent with the seat or position to which he/she was first appointed shall constitute resignation and that member shall be replaced.

8. Upon a vacancy upon the WWBOEE for any reason, the WWBOEE will solicit interest and/or otherwise compile a list of suitably qualified candidates for consideration by the WWBOEE.

Candidate identification – Candidates may be informally identified and contacted using the WWBOEE and any other source the WWBOEE chooses to take advantage of, asked of their interest, and advised to signify their interest by submitting an application. The application should include biographical information and signify qualifications for the position sought. NC AWWA-WEA and/or SLAM membership is preferred and becomes required if the individual aspires to appointment as chair. Candidates are identified on the basis of being of suitable qualifications, of suitable character, and able to fulfill their responsibilities over their three year term.

Candidate screening - Certifications will be verified as current and in good standing. If a candidate does not possess the highest certification level applicable to the position being sought, he/she will be precluded from testing for that certification while on the WWBOEE and for a period of three years subsequent to leaving the service of the WWBOEE.

Candidate discussion/selection – Candidates are discussed among the WWBOEE, resulting in a decision to select a specific number of individuals appropriate to fill specific current vacancies.

Appointment to Fill Vacancies – The WWBOEE chair shall contact the selected individuals and appoint them to the available WWBOEE vacancies;

9. In order to avoid any perceived, potential, or actual conflicts of interest and to maintain their respective responsibilities separate and independent, WWBOEE advisors shall not concurrently hold positions as WWBOEE board members. WWBOEE shall be responsible primarily for wastewater operator training curriculum development and, because of the NC AWWA – WEA committees they represent, WWBOEE advisors shall be responsible primarily for wastewater operator training curriculum delivery.

10. WWBOEE Officers are comprised of its chair, vice chair, secretary, and liaison to the NC AWWA – WEA Board of Trustees; a non-appointed past chair position has also been recognized to bridge continuity with past policies, practices, and decisions.
11. The Chair and Vice Chair of the WWBOEE shall be recommended to the NC AWWA-WEA Chair Elect by September of the year prior, and shall be appointed by the NC AWWA-WEA Board of Directors, with the expectation that the Vice Chair shall succeed the Chair at the conclusion of his/her term. All other WWBOEE officers shall be selected by majority vote of the WWBOEE Board. Each officer shall serve a two year term.