NC AWWA-WEA WWBOEE Operating Guidelines
As Amended September 15, 2011

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 < 10,000
   i. System Population < 10,000
   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.

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.