

BYLAWS
STATE CERTIFICATION PROGRAM ADVISORY COMMITTEE

ARTICLE 1. NAME: The name of this Committee shall be the Certification Program Advisory Committee (CPAC). CPAC is within the Pennsylvania Department of Environmental Protection (Department).

ARTICLE 2. AUTHORIZATION: The Water and Wastewater Systems Operators' Certification Act (Act), 63 P.S. §1001, *et seq.*, authorizes the creation of this advisory committee and provides the committee with certain powers and duties. Its duties are to:

- a. provide written comments and recommendations to the State Board for Certification of Water and Wastewater Systems Operators (Board) and the Department on regulatory proposals and Department guidance.
- b. provide written comments and recommendations to the Board and the Department on operator certification issues at the request of the Board or the Department.

ARTICLE 3. PURPOSE: To provide the Department and the Board with written comments and recommendations on Department regulatory proposals and guidance. To address, comment, and provide recommendations on other issues related to operator certification at the request of the Department, the Board, or an advisory committee member.

ARTICLE 4. MEMBERSHIP: The membership of CPAC shall be consistent with the Act and provide for the following:

- a. Members of CPAC shall be appointed by the Secretary of the Department of Environmental Protection (Secretary) and include no more than nineteen members.
- b. The Secretary shall specify the term of service for each member.
- c. CPAC shall include the following:
 - (1) an individual from each certification classification established under section 5 and 6 of the Act.
 - (2) four individuals who represent owners of water and wastewater systems. Two owners must be representatives of a manufactured housing community having a water and wastewater system.

- (3) an individual who is from the general public.
 - (4) an individual who is a professional registered engineer in accordance with the act of May 23, 1945 (P.L. 913, No. 367)
- d. No alternates or designees may be appointed or recognized by CPAC unless provided for by the Act.
- e. Members failing to attend three (3) consecutive meetings without prior approval of the chairperson, may be recommended by the committee to the Secretary for removal.

ARTICLE 5. MEETINGS: The following meeting requirements are established by these bylaws.

- a. Scheduling meetings:
- (1) Regular meeting dates for the next calendar year shall be established on an annual basis prior to the first of November.
 - (2) CPAC may schedule additional meetings at the discretion of the chairperson or upon request of the Department or the Board.
 - (3) All CPAC meetings shall be opened to the public.
 - (4) All CPAC meetings shall be advertised in accordance with the Sunshine Act, 65 Pa.C.S. §701 *et seq.*, (Sunshine Act).
- b. Conducting CPAC business:
- (1) No action can be taken without a quorum.
 - (2) A quorum for conducting business shall consist of half CPAC membership plus one.

ARTICLE 6. VOTING: All actions or matters taken by CPAC shall be approved by a vote of the membership at a scheduled meeting. No action can be taken on a specific matter unless the meeting and its agenda meet the requirements provided by the Sunshine Act.

- a. Each member shall have one vote.
- b. A member shall vote in person.
- c. No secret voting is permitted.

- d. All actions approved by CPAC shall require a majority vote of members who are voting at a meeting where a quorum is present, unless otherwise specified in the bylaws.

ARTICLE 7. OFFICERS: A chairperson and a vice-chairperson shall be elected annually at the first meeting of each calendar year by a majority vote of the members of CPAC. In addition to other duties of the vice-chairperson, the vice-chairperson shall serve as parliamentarian.

ARTICLE 8. SECRETARY OF THE CERTIFICATION PROGRAM ADVISORY COMMITTEE: A recording secretary shall be assigned by the Department for the committee. The duties include:

- a. recording the transactions of CPAC,
- b. giving public notice of CPAC meetings,
- c. providing a full and permanent record of CPAC minutes,
- d. conducting outgoing and incoming correspondence,
- e. maintaining a membership list of the committee, and
- f. performing other duties as requested by CPAC.

ARTICLE 9. TASK GROUPS: Task groups may be established by a majority vote of those members attending a regular or special meeting of CPAC. These task groups shall comply with the following conditions:

- a. Each task group shall receive a charge from CPAC at the time of its creation.
- b. Upon agreement by the members of CPAC for creation of a task group, the chairperson or his or her designate shall call the initial meeting of the task group when needed. The task group will elect a chairperson at its first meeting. The chairperson of the task group will call all subsequent meetings.
- c. All task group meetings shall be open to the public.
- d. All task group meetings shall be advertised in accordance with the Sunshine Act.

- e. The chairperson of each task group shall be responsible for issuing reports to CPAC on task group progress and findings.

ARTICLE 10. PARLIAMENTARY AUTHORITY: Robert's Rules of Order, latest edition, shall serve as the parliamentary method for conducting business for CPAC. It shall be considered final authority, unless superseded by these bylaws or Act 11.

ARTICLE 11. COMMENTS AND RECOMMENDATIONS TO THE BOARD AND THE DEPARTMENT: CPAC shall provide the Department and the Board comments and recommendations.

- a. The comments and recommendations shall be in a written format addressed to the chairperson of the Board or Secretary of the Department.
- b. Comments and recommendation shall represent the majority opinion of CPAC membership.
- c. Comments and recommendations may also include a minority opinion(s) of CPAC membership.
- d. A quorum must be present in order to take action to submit all majority and minority comments and recommendations to the Department or the Board.
- e. All comments and recommendations submitted to the Board or Department must include the majority and all minority opinions the committee took action upon.

ARTICLE 12. AMENDING THE BYLAWS: The bylaws of CPAC may be amended, repealed, or suspended at any meeting by a (2/3) two-thirds vote of the members of CPAC.