

WELL CONSTRUCTION TECHNICAL ADVISORY GROUP

BY-LAWS

I. PURPOSE AND OBJECTIVES OF THE TECHNICAL ADVISORY GROUP

- a. **Purpose:** The purpose of the Technical Advisory Group (TAG) is to assist Ecology in carrying out the provisions of Chapter 18.104.190 Revised Code of Washington, the Washington Well Construction Act.

- b. **Objectives:** The objectives of the TAG are to assist Ecology in:
 1. The development and revision of rules.
 2. The preparation and revision of the licensing examinations.
 3. The development of training criteria for inspectors, well contractors, and well operators.
 4. The establishment of continuing education providers.
 5. The development of evaluation procedures of all continuing education offerings.
 6. The review of proposed changes to the minimum standards for construction and maintenance of wells by local government for the purpose of achieving continuity with technology and state rules.

II. TAG MEMBERSHIP

A. Selection of Members:

TAG members will be appointed from applications received by Ecology. Recommendations by Ecology staff, in consultation with the TAG, will be forwarded to the Ecology Director for appointment.

B. Composition:

The TAG shall consist of twelve members:

1. Six members shall represent water well or resource protection well contractors.
2. Two members shall represent Ecology.
3. One member shall represent the Department of Health.
4. One member shall represent local health.
5. One member shall be a licensed professional engineer.
6. One member shall be a licensed hydrogeologist.

C. Terms of Membership:

1. Each appointed member of the TAG shall have a term limit of six years. Those terms may be extended by the Ecology Director for (up to) an additional eighteen months if a rule revision is in progress when any member's term expires.
2. Ecology will encourage and solicit new members on the TAG; however, current members of the TAG may reapply for a new appointment as their current appointment expires.
3. TAG members may resign voluntarily.
4. TAG members missing three scheduled meetings in any twelve month period may have their membership terminated upon the recommendation of the TAG Chairperson and by a majority vote of the TAG.
5. Members may miss scheduled meetings upon prior notification to the TAG Chairperson.

III. TAG Chairperson

- A.** The TAG Chairperson shall be appointed by the Water Resources Program Manager. All TAG meetings shall be chaired by that person or a designee from Ecology.

- B.** The duties of the Chairperson include:
 - 1. Call the TAG to order and ascertain the presence of a quorum.
 - 2. Present the agenda for approval.
 - 3. Receive motions/proposals made by members and place them before the TAG for discussion and/or vote.
 - 4. Register the result of the votes and announce the results.
 - 5. Decide all questions of order, subject to appeal to the TAG.
 - 6. Preserve order and decorum.
 - 7. Answers all parliamentary inquires and gives information about effects of proposed acts.
 - 8. Maintain attendance records.
 - 9. Act as the spokesperson and representative for TAG.
 - 10. Make recommendations to the Ecology Director for filling positions.
 - 11. Perform such duties as the TAG deems necessary and proper.

IV. REGULAR MEETINGS

- A.** The TAG shall meet no less than twice each year at the date and time set by Ecology. The location for each meeting will be arranged by Ecology.

- B.** Once each fiscal year, the TAG Chairperson will provide an opportunity for the membership to discuss its structure and organization and consider recommendations for change.

V. RULES OF ORDER

The TAG may adopt its own rules and procedures; otherwise, Roberts Parliamentary Rules of Order will apply. State Law takes precedent.

VI. AMENDMENTS

The By-Laws may be amended at any regular meeting of the TAG by a majority of the TAG, provided that the amendment has been submitted in writing at the previous meeting, or has been sent to the members of the TAG at least ten days before the meeting at which the amendment is proposed.

VII. QUORUM

Attendance of seven members (primary or alternate) will be considered a quorum for the purpose of conducting business. A quorum shall be established at the beginning of each meeting and shall not be affected by member departure during the course of the meeting.

VIII. ATTENDANCE

Primary members are required to attend all regularly scheduled meetings. It is the responsibility of the primary member to contact and coordinate the attendance of their alternate if the primary member will be absent. The Chair will maintain contact information for each appointed TAG member and will assist primary members in contacting alternate members as necessary. Alternates acting on behalf of the primary member will have the same rights and authority of the primary member.

IX. COMPENSATION

Each primary member of the TAG shall be compensated per RCW 43.03.240 and reimbursed for travel expenses while engaged in business of the TAG as prescribed in RCW 43.03.050 and 43.03.060.