

BYLAWS
DEPARTMENT OF ENVIRONMENTAL PROTECTION
SMALL WATER SYSTEMS TECHNICAL ASSISTANCE CENTER BOARD

ARTICLE I. NAME: The name of this Board shall be the Small Water Systems Technical Assistance Center Board.(Board)

ARTICLE II. AUTHORIZATION: This Board is authorized and organized pursuant to Section 6(B) of the Pennsylvania Small Water Systems Assistance Act (Act 5-1992).

ARTICLE III. PURPOSE: The Board is to direct the administration of the Technical Assistance Center. The role of the Technical Assistance Center is to give the Department of Environmental Protection advice on developing the small water systems technical and management assistance program; to act as a clearinghouse to coordinate ongoing training between state agencies, local governments and authorities, and water industry associations; and to comment on policies and regulations as they may affect small water systems.

ARTICLE IV. MEMBERSHIP:

- a) The membership of the Board is composed of the original twelve member organizations identified in Act 5-1992 including: the Secretary of the Department of Environmental Protection or his designee; one member and an alternate appointed by each of the following organizations: the Pennsylvania Rural Water Association, the Pennsylvania Municipal Authorities Association, the American Water Works Association – Pennsylvania Chapter, the Water Works Operators Association of Pennsylvania, the Pennsylvania Manufactured Housing Association, the Pennsylvania State Association of Township Supervisors, and the Pennsylvania State Association of County Commissioners; two members and alternates from public interest and environmental organizations; **and** two members and alternates from building and land development interests. Additional members added to the Board in accordance with Article 4, section c include Rural Housing Improvement, Inc. and the Office of Consumer Advocate.
- b) The following are ex-officio members of the Board as identified in Act 5-1992: the Chairman of the Pennsylvania Public Utility Commission, Secretary of Community and Economic Development, the Chairman of the Pennsylvania Infrastructure Investment Authority, the State Board for Certification of Water and Wastewater Systems Operators, the Center for Rural Pennsylvania and the Rural Utilities Service, or their designees.
- c) The Secretary shall have the authority to suggest and the Board may by majority vote approve additional member organizations to the Board.

- d) The members and alternates shall serve without compensation other than reimbursement for reasonable and necessary expenses in accordance with Commonwealth policy or regulations.
- e) An organization's representatives who annually miss three or more meetings of the Board, or appointed committee(s), may be recommended for removal. The organization will be notified to take appropriate action. Lack of action by an organization will require a recommendation to the Secretary for removal of the organization's representative(s).

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

- a) Scheduling meetings:
 - (1) Regular meeting dates shall be established on an annual basis prior to November 1.
 - (2) The Board may schedule additional meetings at the discretion of the chairperson or upon request of the Department.
 - (3) All Board and committee meetings shall be advertised in accordance with the Sunshine Act, 65 Pa.C.S. §701 *et seq.*, (Sunshine Act).
- b) Conducting Board business:
 - (1) A quorum for conducting business shall consist of ten or more of the Board membership who are participating in person or by phone.
 - (2) All Board and committee meetings shall be open to the public, except as permitted by applicable state law.
 - (3) Meetings may be held via electronic media in accordance with Commonwealth policy and procedure.

ARTICLE VI. VOTING: All actions taken by the Board shall be approved by a vote of the membership at a scheduled Board meeting. No action can be taken on a specific matter unless the meeting and its agenda meets the requirements provided by the Sunshine Act. All actions by the Board shall require a majority vote of those member organizations in attendance.

- a) A member shall have one vote.
- b) A member may not vote by proxy.
- c) A member shall abstain from any vote that may constitute a conflict of interest.
- d) Alternates may vote only in the absence of the member.

ARTICLE VII. OFFICERS: The officers of the Board shall be a chairperson and five (5) vice-chairpersons elected by majority vote from the membership of the Board. Additional vice-chairpersons will be elected, as the Board may deem necessary from time to time.

- a) It shall be the duty of the chairperson to preside at all meetings of the Board, call special meetings, and perform such other duties as pertain to the office of chairperson. The chairperson shall preside at all meetings of the Executive Committee.
- b) It shall be the duty of four of the vice-chairpersons to chair a specific committee. The fifth vice-chairperson shall perform the duties of the chairperson in his/her absence. He/She shall also assist the chairperson in the performance of such duties as may be assigned by the chairperson.

ARTICLE VIII. SECRETARY: The Department of Environmental Protection shall be requested to delegate an employee to perform the necessary secretarial duties for the Board. It shall be the secretary's duty to function as both a recording and corresponding secretary. Included among these duties shall be:

- a) to give notice of the meetings of the Board and committees;
- b) to keep a permanent file of the minutes of the Board and committees;
- c) to conduct correspondence and maintain a permanent file of such correspondence; and
- d) to perform such other duties as may be requested by the Board.

ARTICLE IX. EXECUTIVE COMMITTEE: The officers of the Board shall constitute the Executive Committee. The Executive Committee may set meetings and agenda for future meetings and shall function on all other matters as directed by the Board. The Executive Committee shall act on behalf of the Board in emergency situations.

ARTICLE X. ELECTION OF OFFICERS: The officers of the Board shall be elected at the second meeting of the calendar year and shall hold office for the term of two years or until their successors are elected.

- a) The Chairman shall appoint a nominating committee consisting of three to five members or alternates of the Board at the first meeting of the calendar year when an election is to be held.
- b) Nominations shall be taken from the floor after presentation of the nominating committee's slate.

- c) Upon request, voting may be done by written ballot and the results made available.

ARTICLE XI. COMMITTEES: All committees, except the nominating committee, shall be established by a majority vote of those members attending a regular or special meeting of the Board. Every Board member shall serve on a minimum of one (1) committee. Each committee shall receive a charge from the Board at the time of its creation. Committee meetings shall be called by the committee chairperson with notification to the full Board. Committee members may use outside experts for advice as necessary. The chairperson of each committee shall be responsible for issuing reports to the full Board on committee progress and findings. Each committee shall exist until such time as the responsibilities and duties contained in the charge are accomplished. A listing of the committees and their respective charges shall be maintained by the secretary as Appendix I of these bylaws. Additions to and deletions from that appendix shall not constitute an amendment to these bylaws.

ARTICLE XII: AMENDMENTS: These bylaws may be amended, repealed, or suspended at any meeting of the Board by a two-thirds vote of the Board present at that meeting provided that written notice of such amendment, repeal, or suspension shall have been sent by the secretary of the Board to each member at least one (1) week prior to said meeting; or without notice, they can be amended, repealed, or suspended at any regular meeting by vote of a majority of the entire membership.

ARTICLE XIII. PARLIAMENTARY AUTHORITY: On items not covered by the bylaws, Robert's Rules of Order shall be the final authority.