Bylaws
Governing
Steam Certification Board

The Steam Certification Board was established April 17, 2002 to improve public safety by developing requirements for training and certification for operators of steam boilers and similar pressure vessels. The primary objectives of the board are as follows:

- Establish training and experience requirements for various grades of operator certification;
- Approve examination processes utilized in issuing operator certifications; and,
- Serve the public by promoting the safe and efficient operation of boiler and pressure vessel systems in the State of Washington.

Article 1. Organization

Section 1. This organization shall be known as the Steam Certification Board (SCB).

Section 2. Territorial jurisdiction. The SCB shall have the same territorial jurisdiction as the adopting municipality.

Section 3. The SCB may recognize and grant reciprocity to other certification or licensing programs.

Article 2. Meetings

Section 1. Meetings of the SCB will be made public to the extent required by law.

Section 2. SCB meetings will be held quarterly. These quarterly meetings will be held every February, May, August and November, or as close as is practical.

Section 3. All board members must be notified at least two (2) weeks in advance of a quarterly meeting.

Section 4. Non-quarterly meetings may be requested by any board member in writing to the Chairperson. The Chairperson may determine that the non-quarterly meeting is necessary and set a date and time for the meeting. Notification of these meetings shall be given at the earliest practical time.

Section 5. A quorum at any meeting shall consist of five (5) Board members. If a quorum shall not be present at any time during a meeting of the SCB, the Chairperson shall ensure that no voting takes place until such time that a quorum shall be present.

Section 6. A simple majority of the Board members in attendance at any meeting that is properly called and at which a quorum exists is needed to affirm any vote.

Section 7. Revised Robert's Rules of Order shall be the authority for proceedings before all meetings. To the extent that Robert's Rules of Order may be inconsistent with these By-Laws, these By-Laws shall control.

Article 3. Makeup, Appointments and Terms.

Section 1. The Steam Certification Board shall consist of nine (9) members, with each of the following groups of persons to be represented: Three (3) persons who are certified as a Class I Chief Operating Engineer; one (1) representative from a labor union; two (2) Business owners/representatives; two (2) persons from education; and one (1) legal representative.

Section 2. In addition to the regular board members, the chairperson shall appoint at least one alternate board member that may be authorized by the Chairperson to fully participate in all proceedings, including voting, when such participation is necessary to establish a quorum. Alternate board members may participate in proceeding discussions, but shall not have voting privileges unless they are authorized by the Chairperson to complete the quorum. The Chairperson shall appoint at least one alternate board member at the first board meeting over which he/she presides, and may appoint additional alternate board members at any SCB meeting. The term for alternate board members shall coincide with that of the Chairperson.

Section 3. Board members shall be appointed for three (3) year terms, which shall commence at the conclusion of the final quarterly meeting of the year they are appointed.

Section 4. Applications for board candidates will be accepted from individuals who meet the same criteria as those members whose terms will expire at the final quarterly meeting of the current year. Application must be received prior to, and appointment will be made at, the third quarterly meeting of each year that a vacancy will occur.

Section 5. Board members may serve no more than three (3) consecutive terms.

Section 6. All appointments to the Steam Certification Board are subject to ratification by the Bates College Board of Trustees.

Section 7. A member may be removed from the Board after two (2), unexcused, consecutive absences of quarterly meetings.

Section 8. Any member may resign at any time by giving written notice to the Chairperson. Such resignation shall take effect at the time-specified in such notice, and acceptance shall not be necessary to make such resignation effective. If no time is specified in the notice of resignation, then the resignation shall take effect upon delivery.

Section 9. If for any reason a Board vacancy exists that is not filled in accordance with Section 4 above, the Board shall take applications from individuals who meet the same criteria as the member who vacated the board, and the Chairperson shall appoint a person to complete the balance of the term.

Section 10. Board members shall receive no compensation for their services as members.

Article 4. OFFICERS

Section 1. The Officers of the Steam Certification Board shall be chosen by the Board and shall be a Chairperson, a Vice-Chairperson and a Secretary. The positions of Secretary and Vice-Chairperson shall be elected by the board from its members. This election shall be held annually at the last quarterly meeting for each year. The Chairman is not elected, rather, the position is filled by succession of the Vice-Chairperson. All officers shall serve subject to the direction of the Board.

Section 2. Officers shall receive no compensation for their services.

Section 3. The Chairperson of the Board shall preside at all meetings of the Steam Certification Board at which the Chairperson is present.

Section 4. In the event of the Chairperson's absence or incapacity to act, the Vice-Chairperson shall preside at all meetings of the Steam Certification Board and shall perform the duties and exercise the powers of the Chairperson. In addition, the Vice-Chairperson shall succeed to the position of Chairperson at the conclusion of the final quarterly board meeting for each year.

Section 5. The Secretary of the Steam Certification Board shall ensure that the records of proceedings and policy decisions are recorded and filed.

Section 6. The term of all officers shall be one year beginning at the conclusion of the final quarterly board meeting for each year.

Section 7. If, for any reason, an officer vacancy exists that is not filled in accordance with Section 1, above, the board may appoint a person to complete the balance of the term.

Article 5. POWERS AND DUTIES

Section 1. The Steam Certification Board is delegated by the adopting Municipality the powers reasonably necessary to implement and effectuate the purposes of their steam certification ordinance including but not limited to the power and duty to:

A. Promulgate and/or recommend standards related to, and approve or disapprove certificate-issuing agencies;

B. Promulgate and/or recommend standards related to, and approve or disapprove the curriculum of schools of technology, training programs, and refresher courses, relating to the fundamentals, operation, safety and maintenance of boilers;

C. Promulgate and/or recommend standards relating to the issuance of boiler plant operating certificates, supplemental to and consistent with the adopting Municipality Ordinance.

D. Promulgate and/or recommend written and oral applications and examinations to be used in the Certification process;

E. Verify and adjudicate, through the Steam Certification Board or a delegate thereof, successful completion of approved schools of technology, training programs, refresher courses, and Certification examinations;

F. Issue, change, suspend, and vacate boiler plant operating Certification including reciprocal Certifications/Licenses;

G. Promulgate and/or recommend mandatory appellate procedures to be applied by the Steam Certification Board in the case of any person aggrieved by a ruling of the Board or a delegate thereof;

H. Determine and recommend the appropriate amount of costs and fees to be imposed by persons subject to the authority of the Steam Certification Board, including but not limited to fees to be charged for each written and oral examination and late fees to be imposed upon persons who fail to secure a certification renewal within a specified period following expiration of a certification; and

I. Promulgate and/or recommend all other regulations, guidelines, and policies reasonably necessary to implement and effectuate the purposes of the adopting Municipalities Ordinance.

Article 6. BOARD DECISIONS AND APPEALS

Section 1. All Board decisions are final until which time the decision is overturned by the Board by reconsideration.

Section 2. Any person or entity aggrieved by a final ruling of the Steam Certification Board may, after exhausting all appellate procedures promulgated and/or recommended by the Board, appeal such a ruling.

Section 3. Any adjudicatory decision by the Steam Certification Board may be appealed to Pierce County Superior Court. Due deference must be given to the Board's factual findings, while the Board's legal decisions will be subject to review de novo.

Article 7. AMENDMENTS TO BY-LAWS

Section 1. These By-Laws may be amended by a majority vote of the Steam Certification Board.

Section 2. Should any part of these bylaws be adjudged in violation of existing law, only the affected portion will be considered inoperative and all other portions shall remain in force and binding.

Article 8. INDEMNIFICATION

Section 1. Each person who has been, now is, or hereinafter shall be, an Officer and/or a Board Member of the Steam Certification Board, shall be indemnified by the adopting municipality, against all expenses reasonably incurred by him in connection with any action, suit or proceeding, or the settlement or compromise thereof, in which he may become involved by reason of any action taken or omitted by him in the performance of Board duties, provided that such action was taken or omitted in good faith and within the scope of these bylaws.

BATES TECHNICAL COLLEGE
STEAM CERTIFICATION BOARD

POLICY DOCUMENT

Within the scope of the authority granted by Bates Technical College, the Steam Certification Board has authority to create and modify policies associated with its operation and governance. Steam Certification Board Policies shall be consistent with, and subordinate to, its bylaws, and related policies, ordinance, or laws having jurisdictional authority over the actions of the Board.

Creation or modification of policies requires a majority vote of the Board, stating that the decision should be added to this policy document.

With the enactment of this Policy Document by the Board, the Board hereby enacts policies related to the operation of committees and may enact other policies at a later date. In the event of a conflict between this document and any previously enacted policies, the language in this document shall take precedence.

This document was initially adopted on **November 8, 2013**, and shall be reviewed at a minimum of every five years.

Scheduled Review Date: _____
Actual Review Date: May 9, 2025

Policies are grouped into the following categories:

1. Committees
2. Governance

1. COMMITTEES

The following standing committees are hereby established: Bylaws; Curriculum Review; Testing; and Appeals. In addition to the standing committees, the chair may enable temporary, or ad-hoc committees for specific functions. Ad-hoc committees will be dissolved when they have completed their assigned tasks, or at the final board meeting of each calendar year unless extended by action of the incoming chair person.

The Steam Certification Board Chairman will nominate committee chairpersons and members, and standing committee membership shall be approved by the Board. Committee Chairperson(s) shall be selected from board members. The Appeals Committee and Bylaws Committee shall be selected exclusively from Steam Certification Board members.

1.1 Bylaws/Policies Committee

The Bylaws/Policies Committee will act to clarify for the Board any issues regarding Bylaws or policy intent or interpretation. The committee will periodically review and revise the Bylaws/Policy documents as directed by the Board. Committee members must be acting members of the Steam Certification Board.

1.2 Curriculum Review Committee

The Curriculum Review Committee has the responsibility to develop and recommend processes for reviewing course curriculum and content to insure that it complies with established criteria for each grade of certificate.

1.3 Testing Committee

The Testing Committee is responsible for the development and maintenance of tests, and test procedures used for examination of candidates for the various classes of certificates issued by Bates Technical College.

1.4 Appeals Committee

The Appeals Committee will establish procedures for reviewing complaints, questions, and comments from individuals related to the Steam Certification Board practices, policies, and procedures. Committee members must be acting members of the Steam Certification Board.

2. GOVERNANCE

2.1 Term Limits for Board members who are appointed under Bylaws, Article 3, Section 9

A Board member who is appointed under this section to complete the term of another Board member shall be expected to complete the balance of that member's term. At the end of that term, however long, he or she shall be considered to have completed their own first three-year term in that position, if they choose to continue serving in that capacity.

2.2 Adoption of the Position of Municipal Liaison

Consistent with Bylaws, Article 5, the Board shall appoint a representative from the Municipality to serve as liaison in an advisory capacity to the Board.