

**ELECTRICAL APPARATUS AND WIRING
BOARD OF EXAMINERS AND SUPERVISORS
OF WASHINGTON COUNTY**

BYLAWS

**ARTICLE I
NAME**

The name of this Board shall be the "ELECTRICAL APPARATUS AND WIRING BOARD OF EXAMINERS AND SUPERVISORS OF WASHINGTON COUNTY" (the "Board").

**ARTICLE II
PRINCIPAL OFFICE**

The principal office of the Board shall be the Washington County Annex Building, 80 W. Baltimore Street, Hagerstown, Maryland 21740.

**ARTICLE III
MEMBERSHIP**

The membership of the Board shall be as set forth in The Code of Public Laws of Washington County Title 8, Section 8-101.

**ARTICLE IV
MEETINGS**

A. **Meeting.** The regular meetings of the Board shall be held on the second Tuesday of each month at 7:30 A.M., or at such other date and time as may be scheduled by the Board. All regular meetings of the Board shall be held at the Washington County Annex Building, 80 West Baltimore Street, Hagerstown, MD. Meetings shall be subject to the Open Meetings Law and members of the public may attend the open portions of all meetings of the Board. Each member of the Board shall be notified at least one (1) week before a meeting of any changes in time or date of meetings.

B. **Electrician's License Examination:** Examinations for all classes of Electrician's licenses will be held the first Wednesday in the months of March, June, September, and December. The examinations will begin at 7:30 A.M. The maximum time allotted is four (4) hours for the Master's license, and three (3) hours for the Restricted

HVAC & Restricted Low Voltage licenses. The Secretary of the Board shall determine the location of the examinations.

C. **Quorum.** A majority consisting of three (3) members of the Board, when present at any meeting, shall constitute a quorum, and in case there is less than this number, the presiding officer may adjourn from time to time until a quorum is present.

D. **Order of Business.** The order of business at regular meetings shall be as follows:

- (1) Call to order.
- (2) Approval of minutes of previous meeting.
- (3) Citizen participation
- (4) Receiving communications
- (5) Unfinished business
- (6) New business
- (7) Adjournment

The order of business may be altered or suspended at any meeting by a majority vote of the members present. When not in conflict with these bylaws, the usual parliamentary rules as laid down in the latest edition of Robert's Rules of Order shall govern.

E. **Special Meetings.** Special meetings of the Board may be called at any time by the President, or in the President's absence, by the Secretary, on the written request of two (2) members of the Board or the request of the Board of County Commissioners of Washington County, Maryland. One (1) week's notice of any special meeting must be given to the members of the Board; the notice must state the purpose of the meeting.

ARTICLE V OFFICERS

A. **Elective Officers.** The elective officers of the Board shall be President and a Secretary. Other offices and officers may be established and appointed by the members of the Board at regular meetings.

B. **Terms.** The President and Secretary shall take office immediately upon election and shall serve for a term of one (1) year or until the term expires. Officers are eligible for re-election. The Board at a special meeting must fill vacancies in any office for the balance of the term of such office.

C. **President.** The President shall be the chief officer of the Board. The President shall communicate to the Board such matters and make such suggestions as may in the President's opinion tend to promote the welfare and increase the usefulness of the Board, and shall perform such other duties as are necessarily incident to the office.

D. **Secretary.** The Secretary shall perform all duties of the President during the absence of the President. The Secretary of the Board shall: have knowledge of the County and State Licensing codes as well as the National Electrical Code; work with the Clerk in developing and revising forms as required by the Board; answer day to day questions from the Clerk, applicants, licensees, citizens and other licensing jurisdictions; represent the County at all meetings of the Maryland Uniform Electrical License Examination Committee; and work with the Examination ad hoc committee in developing license exam questions for inclusion in the book of questions used by the State and counties. The Secretary shall also: review license applications and investigate work experience claimed by verification letters prior to presenting the applications to the Board for approval; select the examination questions and prepare the examination for all classes of licenses; conduct the examination four times per year; correct the examinations and submit the results to the Clerk; and perform such other duties as may from time to time be necessary to maintain the Board. The Secretary shall receive a compensation of six hundred dollars (\$600.00) per year in addition to the compensation received as a member of the Board.

E. **Clerk.** The Clerk of the Board shall be assigned by the Department of Permits and Inspections. The Clerk shall: keep complete records of licenses issued, renewals thereof, applications for licenses, letters of verification of work experience, failure of applicants to secure license, expiration of all licenses issued, and valid comprehensive general liability insurance coverage; print an updated list of all individuals holding Master Electrician or Restricted Electrician licenses, separating active and inactive licenses, by April 15 of each year; send a copy of each list to each Board member, the electrical inspector, and the Borough of Chambersburg; forward notices of examinations to applicants following approval of their applications by the Board; forward notices of licenses issued, renewed, or revoked to the electrical inspector; discharge all correspondence and clerical duties for the Board; mail renewal applications to license holders at least 60 days prior to the expiration date of the license; issue licenses to those license holders who renew; keep full and complete minutes of all meetings of the Board; and answer inquiries from individuals and other electrical boards in the State.

ARTICLE VI ELECTIONS

The election of Board officers shall take place at the first meeting of the Board in any calendar year. Candidates who receive a majority of votes so cast shall be elected.

**ARTICLE VII
RESPONSIBILITIES**

A. **Licensing.** Pursuant to Md. Code Title 6 of the Business and Professional Article *et seq.*, Title 8 of the Code of Public Laws of Washington County, and The Rules and Regulations of the Electrical Apparatus and Wiring Board of Examiners and Supervisors of Washington County, the Board shall have the sole authority to review applications, administer examinations, issue licenses, and formulate rules and regulations governing the performance of electrical work in Washington County. All licenses issued by the Board shall be valid when signed by the Clerk.

B. **Notice.** The Board shall compile a list of Electricians sited for disciplinary actions and forward to the State of Maryland Department of Labor, Licensing, and Regulation as reviewed by the Department of Permits and Inspections and the Board.

C. **Standards.** Board members, as representatives for the community, agree to act in the community's best interest. Members are required to complete a disclosure statement, provided by the Board of County Commissioners. Improper use of any confidential information acquired through a member's position on the Board for personal gain may be grounds for removal from the Board by the Board of County Commissioners.

**ARTICLE VIII
AMENDMENTS**

These bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote at any duly organized meeting of the Board, subject to the approval of the Board of County Commissioners of Washington County.

**ARTICLE VIV
LIABILITIES**

Nothing in these bylaws shall constitute members of the Board as partners for any purpose. No member, officer, agent, or employee shall be liable for the acts or failures to act of any other member, officer, agent, or employee, nor shall they be liable for his or her acts or failures to act under these bylaws, excepting only acts or omissions arising out of his or her willful malfeasance.

Adopted this 23rd day of May, 2006.

ATTEST:

ELECTRICAL APPARATUS AND WIRING
BOARD OF EXAMINERS & SUPERVISORS
OF WASHINGTON COUNTY

Becky Shank

BY: Thomas R Ernst
Thomas Ernst, Chair

APPROVED:

ATTEST:

BOARD OF COUNTY BOARDERS
OF WASHINGTON COUNTY, MARYLAND

Joni L. Bittner
Joni L. Bittner, Clerk

BY: Gregory I Snook
Gregory I. Snook, President

Approved for legal sufficiency:

Kirk C. Downey
Kirk C. Downey, Assistant County Attorney.