



STATE OF WASHINGTON  
**BOARD OF REGISTRATION FOR  
 PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
 P.O Box 9025, Olympia WA 98507-9025

## ORGANIZATION AND FUNCTION OF THE BOARD COMMITTEES

The Board establishes committees to carry out specific assignments on behalf of the Board. Membership on each committee, within the suggested guidelines below, is made by appointment of the Board chair. Committees may not act on behalf of the Board. The Committee chair will report to the Board after every committee meeting, presenting any proposed actions to the Board for discussion and vote. No Committee may be composed of greater than three (3) Board members.

### **I. EXECUTIVE COMMITTEE:**

#### A. Board Membership:

- Board Chair
- Board Vice-Chair
- Immediate Past Board Chair, if available, else a Past Board Chair still serving upon the Board, appointed by the current Board Chair.

#### B. Staff:

- Director and/or Deputy Director
- Executive Assistant

#### C. Basic areas of responsibility:

- Develop and monitor the Board budget activity including allotments, unusual expenditures, fee setting and fund balance.
- Develop and monitor ongoing Strategic Plan and Outreach Program of the Board. Present proposed Budget, Strategic Plan and Outreach Programs to the Board for discussion and approval.
- Define emerging strategic assignments for Director.

#### D. Make ongoing and annual performance evaluation of Director subject to input and approval by the Board.

- Provide input to the Director about Board policy and interpretations on all topics related to the Board where there is considerable need for accuracy and management of risks.
- Perform periodic review of existing laws, rules and policy that have or can be related to the Board's strategic agenda or activities promulgated by the NCEES.

When necessary or appropriate, develop report and proposed changes for review and approval by the Board.

- Provide the Board's position on any legislation that has impact upon the Board's business and/or operations, subject to review and approval by the Board.
- Participate in any review or decision that constitutes a statement of policy or interpretation of the Board. Develop recommendation for Board discussion and approval where appropriate.

## **II. PRACTICE COMMITTEE:**

A. Recommended membership (total of 3 board members):

- 1 land surveyor member (minimum)
- 1 engineer member (minimum)

B. Staff:

- Investigations Manager
- Deputy Director

C. Basic areas of responsibility:

- Monitor active complaints received, status of each complaint in the complaint process and administrative complaints closed.
- Review any inquiries seeking interpretations on the practice of engineering, land surveying or on-site wastewater. Consult with AAG and obtain input from Board where appropriate.

Note: Use caution when responding to any inquiry seeking "interpretations" of the law, particularly as it relates to the "practice of" engineering, land surveying or on-site wastewater design.

- Perform periodic review of existing laws, rules and policy related to professional practice and forward recommendations to the Board.
- Monitor compliance with Board orders. Forward recommendations to the Board for decision on any valid requests for modifications to existing board orders.
- Perform other assignments referred to the committee by the Board or Board chair.

## **III. EXAM/QUALIFICATION COMMITTEE:**

A. Recommended membership (total of 3 board members):

- 1 land surveyor member (minimum)
- 1 engineer member (minimum)

B. Staff:

- Licensing Lead
- Director

C. Basic areas of responsibility:

- Conduct review of applications requiring consideration of special conditions including foreign based experience or a combination of experience and education that does not follow typical practice, licensee supervision or completion of educational credits, and those that staff recommend for evaluation.
- Review any inquiries seeking interpretations on the laws and rules defining conditions for eligibility of licensure in engineering, land surveying or on-site wastewater designing. Consult AAG and Board as appropriate prior to responding.
- Perform periodic review of existing laws, rules and policy related to professional licensure and forward recommendations to the Board.
- Review exam performance statistics and recommend a cut-score to the Board for state prepared licensing examinations.
- Review examination information from NCEES and make recommendations to the Board as appropriate.
- Monitor status reports on licensing and examination activity.
- Act as members of Exam Misconduct Committee, as needed.
- Perform other assignments referred to the committee by the Board or Board chair.

#### **IV. SURVEYING COMMITTEE:**

- A. Recommended membership (total of 3 board members):
  - 2 land surveyor members
  - 1 engineer member
- B. Staff:
  - Director and/or Deputy Director
- C. Basic areas of responsibility:
  - Conduct review of inquiries about interpretations on the scope of practice for land surveying in Washington. Consult AAG and Board for input as necessary.
  - Perform periodic review of existing laws, rules and policy related to professional survey practice and forward recommendations to the Board.
  - Perform periodic review of state PS examination content, manage item bank Recommend cut score of state specific PS examination to EQC or the Board.
  - Conduct periodic evaluation of curriculums for land surveying programs and determine level of credit that graduates of programs can obtain toward licensure.
  - Perform other assignments referred to the committee by the Board or Board chair.

#### **AD HOC COMMITTEES**

Ad hoc committees may be established by the Board to study unique issues related to the objectives of the Board. Such committees may be comprised of board members, board

Approved:



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Dave Peden, PE, SE  
Board Chair

Date:

10.17.2023

This policy supersedes any versions of content or title approved by the Board prior to this date.