

Jefferson County Solid Waste Advisory Committee Bylaws

NAME

The Committee shall be known as, "The Jefferson County Solid Waste Advisory Committee," hereafter SWAC.

OBJECTIVES

The objectives of the SWAC, as set forth in Jefferson County Board of Commissioners (Board) Resolution No. 46-86, shall be to assist in the development of programs and policies concerning solid waste handling and disposal, and to review and comment upon proposed rules, policies or ordinances prior to their adoption by the Board.

COMPOSITION AND TERMS

The Jefferson County SWAC shall consist of a minimum of nine members and shall represent a balance of interests including, but not limited to, citizens, public interest groups, business, the waste management industry, and local elected public officials. Members are appointed to SWAC by the Board and shall serve for two (2) years.

OFFICERS AND DUTIES

There shall be a Chair and Vice Chair. Officers will be elected by the SWAC sitting in regular, open, public meetings.

Officers of the SWAC shall serve for one year from the date of election. No officer shall serve for more than two consecutive terms.

The Chair will preside over SWAC meetings and coordinate development of the agenda with staff representatives of the Jefferson County Public Works Department. The Chair will sign all correspondence originated by the SWAC.

The Vice Chair will preside over SWAC meetings in the absence of the Chair.

The SWAC may remove any officer whom they elect by the following procedure:

Any member of the SWAC may offer a motion for removal at a meeting. If the motion is seconded, it will be considered and voted on at the next regular meeting of the SWAC. Approval of a motion to remove will require a two-thirds majority of the members present and voting.

COMMITTEES

The Chair may appoint such standing and ad hoc sub-committees as may be considered useful and appropriate to investigate any matter of interest to the SWAC.

ABSENCES

A SWAC member who accrues three (3) consecutive, unexcused absences from regular meetings may be recommended to the Board for removal from the SWAC by the Chair with the concurrence of a majority of the members.

MEETINGS

All regular and special meetings of the SWAC shall be held in a place that is open and easily accessible to the public. The SWAC is subject to, and will conform with, the provisions of RCW 42.30, the State Open Meetings Act.

QUORUM

A quorum is required to be present before an official, regular or special meeting of the SWAC can take place. A simple majority of the appointed members of the SWAC shall constitute a quorum.

REPORTS, RECOMMENDATIONS AND CORRESPONDENCE

Reports, recommendations and correspondence submitted to the Board shall be forwarded on behalf of a majority of the members over the signature of the Chair. Minority reports, if any, shall be attached to, and forwarded with such reports, recommendations or correspondence without comment.

CONDUCT OF MEETINGS

The SWAC hereby adopts Roberts Rules of Order for the conduct of its meetings.

The meeting agenda will be constituted as follows:

1. Call to Order
2. Roll Call
3. Minutes of Previous Meeting(s)
4. Committee Reports
5. Staff Reports
6. Old Business
7. New Business

Committee and Staff reports may be held in abeyance if they relate to old or new business items.

No new agenda item(s) will be taken up **ONE (1) HOUR AND THIRTY (30) MINUTES AFTER COMMENCEMENT OF THE MEETING.**