

# Thurston County Solid Waste Advisory Committee By-laws

## 1. Statement of Purpose

The Thurston County Solid Waste Advisory Committee (SWAC) has been appointed by the Board of County Commissioners (BoCC) in accordance with Chapter 70.95.165 RCW. The statute requires the SWAC to assist the BoCC in the development of solid waste handling and disposal, and review and comment on proposed rules, policies or ordinances prior to their adoption. The scope and charge of the Thurston County Solid Waste Advisory Committee shall be:

- a. To advise, actively assist and participate in the update or revision of the County Solid Waste Management Plan;
- b. To assist Thurston County in the development of programs and policies concerning solid waste handling and disposal; and
- c. To review and comment on proposed solid waste management rules, policies and/or ordinances prior to their adoption.

## 2. Composition

- A. **Members** – The SWAC shall be composed of a minimum of nine members, each having one vote, representing a balance of interest among the following groups: citizens, public interest groups, business, the waste management industry, recycling industry and local government.
- B. **Appointment** – Members shall be appointed by the Board of County Commissioners.
- C. **Terms** – Members shall serve a term of three years commencing from their appointment date. Members may be reappointed to serve consecutive terms. Reappointment shall be subject to confirmation by the Board of County Commissioners.
- D. **Officers** – The officers of the Committee shall include a Chair and vice-chair who shall be elected by the voting membership of the committee. Elections shall be held at the first regularly scheduled meeting after January 1<sup>st</sup> of each year. The term of office for the Chair and Vice-Chair shall be one year. Chair and Vice-Chair may serve more than one term, but no more than two years consecutively. The Chair shall preside over all meetings. The Vice-Chair assumes the responsibilities of the Chair in his/her absence or disability. In the event the Chair and Vice-Chair are absent, the meeting shall either be presided over by an acting Chair elected by the members present, or be postponed. In the event of a vacancy in the office of Chair, the Vice-Chair automatically succeeds to the position of Chair. A vacancy occurring in the office of Vice-Chair for any reason, including succession is filled by election of the voting Committee membership for replacement to serve the unexpired portion of the term.
- E. **Secretary** – The County Solid Waste Manager or designate shall act as secretary to the Committee.

- F. **Attendance** – A Committee member who accrues three consecutive, unexcused absences from regular meetings may be removed from the Committee by the BOCC with the concurrence of a two-thirds majority of the SWAC.
- G. **Rules of Order** – The SWAC will conduct business by consensus whenever possible. Robert’s Rule of Order may be used for formal motions, and should be used when a consensus is not achievable. Proxy votes are not permitted.
- H. **Conflicts of Interest** – SWAC members shall abstain from any decisions that may directly or indirectly benefit themselves. However, this does not prohibit a SWAC member from using his/her general expertise to educate the SWAC or provide general information to the SWAC on a decision item.
- I. **Public Representation** – Only the SWAC Chairperson or his/her designee may make statements or commitments, written or verbal, on behalf of the SWAC. Statements and commitments made on behalf of the SWAC will reflect policies and positions agreed upon in advance by the SWAC and Board of County Commissioners.

### 3. Meetings

- A. **Regular Meetings** – Meetings of the SWAC shall be called when necessary by the Chair. It is anticipated that meetings will be held monthly during active review of Solid Waste Management Plan Updates and at a minimum not less than quarterly during off-planning years. At least ten days prior notice shall be given.
- B. **Minutes/Agendas** – Minutes of all meetings shall be kept by the secretary and distributed to the members within three weeks after the meeting. Agendas shall be prepared by staff with input and verbal approval by the Chair and distributed to the members at least seven days in advance of any regularly scheduled meeting.
- C. **Public Access** – All regular meetings of the Committee shall be held in a place that is open and easily accessible to the public. Provisions shall be made for public comment at each meeting. Approved meeting minutes shall be available to the public upon request. The committee is subject to, and will conform to the provisions of RCW 42.30, Open Public Meetings Act.
- D. **Quorum** – A quorum is required to be present before an official, regular meeting of the Committee can take place. A simple majority of the voting members of the Committee shall constitute a quorum.

**E. Conduct of Meetings –**

1. Call to Order.
2. Roll call and determination of quorum.
3. Introduction of guest.
4. Approval of Agenda/Minutes.
5. Public comment period.
6. Old Business.
7. New business.
8. Roundtable discussion.
9. Announcements:
  - a. Agenda for next meeting.
  - b. Time, place of next meeting.
  - c. Other announcements.

**4. Recommendations**

The SWAC shall advise and make recommendations to the Board of County Commissioners on matters within their scope and charge as provided for in SWAC By-laws. Written reports, recommendations and correspondence submitted to the Board of County Commissioners 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 by the Chair.

**5. Waiver of the Rules**

Any of the above rules or procedures may be waived by a majority vote provided further that the reason therefore be included in each motion for waiver.

**6. Amendments**

Any of these By-laws may be amended or repealed, and new By-laws may be adopted, by two thirds majority vote of the quorum and approval by the BoCC. Prior notice of thirty days shall be given to the SWAC before undertaking amendatory action.