

WHATCOM COUNTY SOLID WASTE ADVISORY COMMITTEE BYLAWS

The Whatcom County Solid Waste Advisory Committee, hereinafter referred to as SWAC, has been established by Whatcom County Council Ordinance No. 85-90 and as amended by Ordinance 91-002, 93-003, 2002-050, and 2009-022 pursuant to Chapter 70.95.165 Revised Code of Washington. The powers and purpose of SWAC shall be limited to those described in the Ordinance.

I. COMPOSITION

- A. **Members.** SWAC shall be composed of eleven (11) members as outlined in the Ordinance.
- B. **Ex-Officio Members.** The Whatcom County Executive may appoint nonvoting ex-officio members to SWAC who will serve at the Executive's discretion.
- C. **Appointment.** Members shall be appointed to SWAC as provided for in the Ordinance.
- D. **Terms.** Terms of office shall be as provided for in the Ordinance. Reappointment to consecutive terms is as provided for in the Ordinance and as set forth in the Whatcom County Home Rule Charter.
- E. **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 1st of each year. The term of office for chair and vice-chair shall be one year. Chair and vice-chair may serve more than one term, but not more than three 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 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 a replacement to serve the unexpired portion of the term.
- F. **Vacancies.** Vacancies shall be filled as provided for in the Ordinance.
- G. **Attendance.** A member of SWAC who misses three (3) unexcused absences from meetings in any twelve (12) month period may be removed from office by recommendation of SWAC and/or the Whatcom County Executive and approved by the Whatcom County Council.

II. STAFF

SWAC shall be staffed by the Whatcom County Solid Waste Division, as necessary, to provide support to SWAC. The Solid Waste Manager, or his/her designee, shall serve in a professional capacity as its technical advisor and administrative officer.

III. MEETINGS

- A. SWAC shall meet regularly as required to carry out the purposes of the Committee, but at least annually. Meetings may be held at various locations within the County with written notification to the membership and chairperson designating the time and place of such meetings.
- B. **Minutes/Agendas**. Minutes of all meetings shall be kept by staff and distributed to the members prior to the next regularly scheduled meeting. Meeting minutes shall be approved by a majority vote of members present. Agendas shall be prepared by staff, with verbal approval of the Chair, and distributed to the members at least seven (7) days in advance of any regularly scheduled meeting.
- C. **Public Access**. All meetings shall be open to the public. Approved meeting minutes shall be filed on record with the Whatcom County Council's Office and shall be made available to the public as a matter of public record.
- D. **Quorum**. A majority of the currently seated voting members of the Committee, but no less than five (5), shall constitute a quorum and shall have authority to transact Committee business within the constraints of voting as defined in Subsection III.
- E. **Order of Business**
 - 1. Call to Order
 - 2. Roll call and determination of quorum
 - 3. Introduction of guests
 - 4. Reading, correction, and approval of minutes
 - 5. Reading and disposition of communications
 - 6. Introduction and disposition of agenda business
 - 7. Other business
 - 8. Open session
 - 9. Announcements
 - a. Agenda for next meeting
 - b. Time, place of next meeting
 - c. Other announcements
- F. **Rules of Order**. The meetings will be governed by The Standard Code of Parliamentary Procedure (Sturgis) except as superseded by applicable law or these rules of procedure or otherwise determined by a majority of the voting membership of the Committee. The Committee shall be as clear and simple in its procedure as possible, and therefore, should avoid the finer points of parliamentary rules.
- G. **Voting**. An affirmative vote of a majority of the quorum is required for transaction of business. Votes on recommendations to the County Council or County Executive will only take place if background information has been given to SWAC at previous SWAC meetings, or if such information is included with the meeting agenda. All policy or contract recommendations forwarded on to the Council or Executive, that do not pass unanimously, will include a description of the arguments for and against the motions.

IV. SCOPE

SWAC shall advise and make recommendations on matters as provided for in Section 4 of the Ordinance.


V. AMENDMENTS

To the extent that such an amendment would not conflict with the Ordinance, any of these Bylaws may be amended or repealed, and new Bylaws may be adopted, by majority vote of the entire SWAC.

VI. SAVINGS CLAUSE

Should any portion of these Bylaws be declared unconstitutional or otherwise contrary to law, such decision shall not affect the validity of the remaining portion of these Bylaws.

These Bylaws are hereby amended and adopted in a duly noticed meeting held on September 23, 2010 by an affirmative vote by a majority of Committee members.



Committee Chair

10/5/2010

Date

