

Spokane County Solid Waste Advisory Committee
By-Laws

March 16, 2016

I. Creation, Legal Basis, Purpose

The Spokane County Solid Waste Advisory Committee, hereafter SWAC, has been established by Spokane County Ordinance No. 85 0427, pursuant to Chapter 123, 1984 Laws of Washington. The scope and charge of the Spokane County Solid Waste Advisory Committee shall be to:

- A. Assist and advise Spokane County in the development of programs and policies concerning solid waste management.
- B. Review and comment on proposed solid waste management rules, policies, or ordinances prior to their consideration by the Board of County Commissioners.
- C. Hold workshops, special meetings, interviews with experts, etc., in order to fairly represent the aspects of the issues, thus assuring that subsequent recommendations are valid and accurate.

II. Composition

- A. Members. The SWAC shall be composed of at least nine (9) members. Members of the SWAC shall serve without compensation.
- B. Appointment – Members shall be appointed by the Spokane County Commissioners. In selecting members, the Commissioners will appoint persons representing a balance of interests, including but not limited to citizens, public interest groups, business, the waste management industry, and local elected public officials. The appointments shall be announced to the Chair of the SWAC in a timely manner.
- C. Terms – Members shall serve a term of four (4) years or until their successor is appointed. The terms of office shall be staggered. Members may be reappointed to serve consecutive terms.
- D. Chair – A majority of the Committee shall elect one of its members as Chair. The Chair shall be elected at the first meeting in January and shall serve a term of one (1) year. The election year and term of the Chair will begin at the first meeting in January each year. A Chair may be removed at any time by a two-thirds (2/3) vote of the membership.

- E. Vacancies – Vacancies shall be filled for the remainder of the term of the vacant position in the manner described in the initial appointment.
- F. Attendance – A member of SWAC who misses three (3) meetings out of twelve (12) regular meetings shall be contacted by the chair to ascertain the reason for the faltering attendance. The chair shall report his findings to the SWAC at the next regular meeting. The SWAC may then vote to report the matter to the Board of County Commissioners, who may at their option replace the former member with a new appointee to fill the remainder of the term.
- G. Vice Chair – A majority of the SWAC shall elect one of its members as Vice Chair. The term of the Vice Chair shall be for one (1) year. The election and term of the Vice Chair shall begin at the first meeting in January of each year.

III. Staff

The Spokane County Regional Solid Waste System will provide support to the SWAC.

IV. Meetings

- A. Regular Meetings – Regular meetings of the SWAC will ordinarily be held bi-monthly. At least ten days prior notice shall be given for all special meetings.
- B. Agendas – Agendas shall be prepared by staff, with verbal approval of the Chair, and distributed to members at least seven (7) days in advance of any regularly scheduled meeting.
- C. Minutes – Minutes of all meetings shall be prepared and stored by a designated staff member. Minutes shall be distributed to the SWAC membership within three (3) weeks following a meeting, ordinarily accompanying the agenda for the next meeting. Meeting minutes shall be approved by a majority vote of the membership.
- D. Public Access – All meetings shall be open to the public. Provisions shall be made for public comment at each meeting. Approved meeting minutes shall be available to the public on request.

V. Recommendations

The SWAC shall advise and make recommendations to the Board of County Commissioners on matters within their scope and charge.

VI. Amendments

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

VII. Savings Clause

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

VIII. Meetings

- A. A quorum for the official meetings shall be a minimum of 50% of the appointed membership.
- B. The Chair will conduct the meeting in an orderly way, allowing members of the SWAC to have the first opportunities to speak. Members of the visiting public will have the opportunity to speak when recognized by the Chair.
- C. The Chair shall have voice and vote in all meetings.
- D. At the option of the Chair, or by majority vote of the membership, the Chair may conduct all or a portion of any meeting according to the procedures delineated in "Robert's Rules of Order."

IX. Duties of the Chair

Duties of the Chair shall include:

- A. Conducting all SWAC meetings;
- B. Working with staff in the timely preparation of meeting agendas and minutes;
- C. Carrying SWAC actions to the Board of County Commissioners if so directed by the SWAC
- D. Working with the Vice-Chair in program planning;
- E. Preparing the Vice-Chair for the handling of meetings, etc., when the Chair will be unable to perform a required function;

- F. Assuring that experts, businesspeople, citizens, news media representatives, etc., are invited to meetings where items of interest are to be discussed;
 - G. Enhancing the membership of SWAC by welcoming and briefing new members, monitoring member attendance, and assuring that announced resignations are conveyed to the Board of County Commissioners;
 - H. Advising the Board of County Commissioners as to the most desirable qualifications of potential appointees.
- X. Legal Basis
- A. RCW 70.95.165
 - B. WAC 173-304.011