

**Pend Oreille County
Solid Waste Advisory Committee (SWAC)
By-Laws**

ARTICLE 1 – CREATION, LEGAL BASIS, PURPOSE

The Pend Oreille County Solid Waste Advisory Committee, hereinafter called SWAC, has been established by Commissioners Resolution No. 2008-56, pursuant to RCW 70.95.165.

The scope and charge of the SWAC shall be to:

- A. Assist in the development of programs and policies concerning solid waste handling and disposal as provided for in RCW 70.95.167(3).
- B. Review and comment upon proposed rules, policies, or ordinances dealing with solid waste handling and disposal prior to their adoption as provided for in RCW 70.95.167(3).
- C. Perform any other duties requested by the Board of County Commissioners.

ARTICLE 2 – COMPOSITION

- A. Members – The SWAC shall be composed of at least nine (9) members. Members of the SWAC shall serve without compensation of any kind.
- B. Ex-Officio Members – The Board of Pend Oreille County Commissioners may appoint nonvoting ex-officio members to the SWAC, who will serve at the County Commissioners discretion.
- C. Appointment – Members shall be appointed by the Board of Pend Oreille 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.
- D. Terms – Members shall serve a term of three (3) years. Appointments shall be subject to any applicable County term limit policies. The terms of office may be staggered to ensure appointments until their successor(s) are appointed and/or to insure continuity of each group on the SWAC. The term of a member of SWAC starts on the date that the member is appointed. Members may be reappointed to serve consecutive terms.
- E. Chair – A majority of the Committee shall elect one of its voting members as chair. The Chair shall be nominated and elected and assume office at the first scheduled meeting of the SWAC. The Chair shall serve a term of one (1) year, beginning at the first meeting in March each year, and may be re-elected for succeeding terms.
- F. Vice Chair – A majority of the Committee shall elect one of its voting members as Vice Chair. The term of the Vice Chair shall be for one (1) year. The election schedule and term of the Vice Chair shall correspond to that of the Chair.

- G. Vacancies – Vacancies occurring for any reason other than expiration of the term shall be filled by appointment by Board of County Commissioners in the same manner as the original appointment for the un-expired portion of the term.
- H. Subcommittees – Subcommittees may be formed as needed for the purpose of exploring issues before the SWAC in more detail than regular SWAC meetings may allow. Standing or ad hoc subcommittees may be formed if a majority of SWAC members elect to do so. Subcommittee members shall be appointed by the SWAC chair from among those volunteering. Subcommittees shall report to the full SWAC at the regular SWAC meeting following subcommittee meetings.
- I. Attendance: A member of SWAC who misses three (3) consecutive regular SWAC meetings shall be contacted by the Chair to ascertain the reason for the non-attendance. The Chair will report 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.
- J. Reappointment – The reappointment of members shall be at the discretion of the Board of County Commissioners.

ARTICLE 3 – STAFF

The Public Works Department and Solid Waste Division will provide support to the SWAC, as determined necessary and as approved by the Public Works Director.

ARTICLE 4 – MEETINGS

- A. Regular Meetings – Meetings of the SWAC shall be called when necessary as determined by the SWAC membership and/or recommended by Public Works. It is anticipated the SWAC will meet and conduct at least three (3) quorum-voting meetings per calendar year.
- B. Minutes/Agenda – Minutes of all SWAC meetings shall be kept by staff and distributed to the members within three (3) weeks after a meeting. Agendas shall be prepared by staff, at the direction 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. Provision shall be made for public comment at each meeting. Approved meeting minutes shall be available to the public on request. Meeting minutes shall be approved by a majority vote of members present.
- D. Quorum – For the purposes of the transaction of business of the Committee, a quorum shall be a majority of the appointed, confirmed members of the Committee.

ARTICLE 5 – RECOMMENDATIONS

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

Public Works Director prior to presentation to the Board of County Commissioners. Any recommendations made in the name of the SWAC shall be approved by a majority vote of the SWAC members present.

ARTICLE 6 – AMENDMENTS

These bylaws may be amended by majority vote of SWAC members, as approved by the Board of County Commissioners, provided that at least ten (10) days' notice of proposed bylaw amendments has been given to the SWAC.

ARTICLE 7 – RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern all meetings of the SWAC except when those rules are inconsistent with these bylaws or special rules of order of the SWAC.

ARTICLE 8 – SEVERENCE 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.

DATED at Newport, Washington this ___ day of _____, 2009.

BOARD OF COUNTY COMMISSIONERS
PEND OREILLE COUNTY

Chairman

ATTEST:

Clerk of the Board

Commissioner

Commissioner