



**Clallam County**  
**Solid Waste Advisory Committee**  
223 E. 4<sup>th</sup> Street  
Port Angeles, WA 98362

**CLALLAM COUNTY SOLID WASTE ADVISORY COMMITTEE**

**BY-LAWS**

(Updated April 2017)

**NAME**

The committee shall be known as. "The Clallam County Solid Waste Advisory Committee" hereafter referred to as SWAC.

**PURPOSE**

The SWAC is established pursuant to RCW 70.95.165(3) to fulfill and perform all the functions required of local solid waste advisory boards.

Specifically, the purpose and charge of the SWAC shall be to:

- Advise Clallam County Commissioners on all aspects of solid waste management planning.
- Assist Clallam County in the development of programs and policies concerning solid waste management.
- Review and comment on proposed solid waste management rules, policies, or ordinances prior to their adoption.
- Advise Clallam County on other solid waste matters as assigned by the Board of County Commissioners.

## **COMPOSITION AND TERM OF MEMBERS**

The SWAC shall consist of ten members appointed by the Clallam County Board of County Commissioners as follows:

- One representative each to be designated by the Cities of Forks, Port Angeles, Sequim and Clallam County.
- Two representatives of the solid waste industry in Clallam County.
- One individual representing the business community of Clallam County and/or Cities within the County.
- One individual representing Tribal governments in Clallam County.
- One individual representing the agricultural committee.
- One citizen-at-large.

City and County members serve until the respective jurisdiction designates a new representative. All other members shall serve a 3-year term from date of appointment.

## **ALTERNATES**

Each member appointed to the SWAC may designate an alternate. Alternates must be designated in writing by a letter addressed to the chair. Alternates will have the full voting rights of the appointed member at any meeting for which the appointed member is not in attendance.

## **OFFICERS AND DUTIES**

There shall be a Chair and Vice Chair. Officers will be elected by the Committee sitting in regular open public meetings. Officers of SWAC shall serve for one year from the date of election.

The Chair will preside over SWAC meetings. The Chair will sign all correspondence originated by SWAC on behalf thereof.

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 SWAC may offer a motion for removal at a meeting. If the motion is seconded, it will be considered and voted on by secret ballot at the next regular meeting of the Committee. Approval of a motion for removal 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. Individuals need not be SWAC members to serve on sub-committees, however at least one SWAC member will serve on each sub-committee.

### **ABSENCES**

A Committee member who accrues three consecutive, unexcused absences from regular meetings be removed from the Committee by the Chair with the concurrence of the 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 Committee is subject to, and will conform to the provisions of Clallam County Policy and Procedure 952, Boards and Committees. Members may participate in meetings by telephone.

All meetings will be conducted in general accordance with Robert's Rules of Order.

### **QUORUM**

A quorum is required to be present before an official, regular or special meeting of the Committee can take place. Five appointed members of the Committee, or their alternates, shall constitute a quorum.

### **VOTING**

Each member shall be allowed one vote on items considered by the Committee. Designated alternates will be allowed a proxy vote. Motions are adopted by an affirmative vote of a majority of members (or alternates) present at any meeting.

## **REPORTS, RECOMMENDATIONS AND CORRESPONDENCE**

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.

## **CONDUCT OF MEETINGS**

The meeting agenda will be constituted as follows:

1. Call to order
2. Roll call
3. Minutes of previous meeting(s)
4. Public forum: Limited at the pleasure of the chair; extension at the pleasure of SWAC members in attendance.
5. Old business
6. New business
7. Next meeting agenda

## **AMENDMENT**

These by-laws may be amended at any regular meeting of the SWAC by a two thirds majority of the members (or their alternates) present, except, in no case shall an amendment be approved with less than five members or alternates voting "aye."

ADOPTED this 20<sup>th</sup> day of April, 2017.