

02/28/08

SOLID WASTE MANAGEMENT TECHNICAL COMMITTEE BYLAWS

I. AUTHORITY

El Paso County Solid Waste Management Technical Committee (SWMTC) exists to advise and support the El Paso County Environmental Services Department, Solid Waste Management Division (SWMD), in matters involving strategy and policies/practices related to the SWMD.

II. CONSTITUTION OF THE ADVISORY COMMITTEE

The SWMTC shall consist of individuals with an interest in and awareness of the solid waste management and recycling industry and its particular challenges, issues, and concerns. The initial committee shall be comprised of persons who previously served on the Solid Waste Management Advisory Board and who continue to have a desire, aptitude, and ability to serve. Any individual considering becoming a member of the SWMTC shall contact the SWMD, attend a regularly scheduled meeting of the SWMTC, present qualifications, experience, and commitment to the SWMTC. A consensus of the SWMTC members present at the meeting shall be sufficient to accept or decline the candidate. Likewise, a consensus of the SWMTC members present at the meeting shall be sufficient to terminate a member whose lack of attendance or participation is deemed to be contrary to the responsibilities of the position.

III. TERMS OF OFFICE

SWMTC members shall serve for an indefinite period of time, providing the member demonstrates a desire, interest, and a capacity to support the SWMD to achieve goals and accomplish objectives related to solid waste matters.

IV. RESPONSIBILITIES

The primary and general responsibility of the SWMTC member is to all citizens of El Paso County. The SWMTC must protect the desires and interests of the entire County. Committee members must consider carefully all aspects of the issues at hand, check all factors to see they are well founded, decide if the matter serves the best interest of the county at-large, and make honest decisions accordingly. It is each member's responsibility to demonstrate an active and current interest in the achievements, objectives, goals, and concerns of the SWMD.

V. ORGANIZATION AND PROCEDURES

At the first regular meeting of each calendar year, the SWMTC shall elect officers for the coming year; in case of a vacancy, an election may be held at any regular meeting.

A Chairperson and Vice-Chairperson shall be elected by the SWMTC for a period of one (1) year and shall not serve more than two consecutive terms, in the same office.

The SWMTC Chairperson shall preside at the SWMTC meeting and shall perform the duties ordinarily performed by the office. The governance of the SWMTC meetings shall be adapted from Robert's Rules of Order.

In the absence of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson.

The SWMTC Ex-officio Secretary shall be a SWMD staff member. Duties shall include: preparing the agenda, issuing a meeting notice in accordance with law, keeping a full and true record of all meetings, preparing minutes of all meetings to be approved by the voting members of the SWMTC, maintaining custodianship of all documents and written material belonging to the SWMTC, and providing an accurate roster of current members of the SWMTC.

VI. MEETINGS

Notice: The time and place of the meetings of the SWMTC shall be communicated to its members at least four (4) days prior to the meeting. Notice of all meetings shall be posted in compliance with the Colorado Open Meetings Law, §24-6-401, *et seq.*, Vol 9 C.R.S. 2000, as amended.

Regular Meetings: All regularly scheduled meetings shall be open to the public. The SWMTC shall hold regular meetings, designating the frequency, time, and place thereof, and there shall be a record of the proceedings. There shall be a minimum of one meeting per quarter of each calendar year.

Special Meetings: Special meetings may be called as necessary by SWMD and/or the SWMTC and will be open to the public.

VII. QUORUM

Five (5) regular members shall constitute a quorum. In the absence of a quorum the meeting will be canceled.

VIII. VOTING

All voting shall be by voice vote; however any member can request a roll call vote on any issue. A majority vote shall constitute aye or nye.

IX. AGENDA

The SWMD shall prepare the SWMTC meeting agenda. The agenda shall be posted in compliance with Colorado Law.