

Franklin County
Solid Waste Advisory Committee
(SWAC)

BYLAWS AND MEETING PROCEDURES

I. STATEMENT OF PURPOSE

Solid Waste Advisory Committee (SWAC)

The Franklin County Solid Waste Advisory Committee (SWAC) has been appointed by the Board of County Commissioners in accordance with 70A.205.110 RCW. The statute requires the SWAC to "assist in the development of solid waste handling programs and disposal and to review and comment upon proposed rules, policies, or ordinances prior to their adoption. These Bylaws will become a part of the County Solid Waste Plan by reference and will define the SWAC function and rules.

The scope and duties of the Franklin County Solid Waste Advisory Committee shall be to:

- A. Advise Franklin County on all aspects of solid waste management planning
- B. Assist Franklin County in the development of programs and policies concerning solid waste handling, and solid waste recovery and/or recycling, preventing land, air, and water pollution, while conserving the natural, economic, and energy resources of Franklin County
- C. Review and comment on proposed solid waste management rules, policies, or ordinances prior to their adoption.
- D. Actively assist and participate in the review, revision or amendment of both a comprehensive solid waste (CSWMP) and hazardous waste management plan (HWMP)
- E. Follow RCW 70A.205.115 to conduct specific stakeholder and review meetings during the development of the waste reduction and recycling element of the CSWMP.

II. MEMBERSHIP AND TERMS

- A. SWAC Members: The SWAC shall be composed of a minimum of nine (9) members and shall represent a balance of interests including, but not limited to, citizens, public interest groups, business, the waste management industry, agriculture, and local elected public officials. The members shall be appointed by the county legislative authority. Members shall provide on-going public input, coordination and information exchange between the groups.
- B. Appointment: Members shall be appointed by the Board of County Commissioners.
- C. Terms: Members shall serve a term of three (3) years or until their successor is appointed and confirmed as provided in the SWAC by-laws. The terms of office shall be staggered. Members may be reappointed to serve consecutive terms. Members will be allowed to serve more than (3) consecutive terms only if the County advertises widely and an applicant meeting the criteria in Section II.A of these bylaws does not apply. Reappointment shall be subject to confirmation by the Board of County Commissioners.

- D. Vacancies: Vacancies shall be filled for the remainder of the term of the vacant position in the manner described in the initial appointment.
- E. Participation: Members of the Committee are needed to advise on matters of public policy formulation and their regular attendance is essential. While in person attendance is preferred, electronic attendance will be made available. The Chair may recommend to the Board of County Commissioners replacement of a member if three (3) consecutive meetings are missed, or half the meetings in a given year are missed.
- F. Training: Members should make themselves available to participate in training workshops pertinent to current solid waste issues as they become available.
- G. Substitution: An appointed member may have a person representing the absent member's interest, attend meetings and vote in the member's place for two meetings per year.

III. MEETINGS

SWAC Meeting: The committee shall adopt no recommendation, except in a meeting open to the public and then only at a meeting, the date of which has been publicly noticed in accordance with [RCW 42.30 the Open Public Meetings Act](#) and include the [RCW 42.30](#) by notifying press and radio in the county, and by such other means as may now or hereafter be provided. The committee may adopt recommendations and take other means as necessary, by a majority vote of the members present at the meeting. The committee shall hold at least one meeting each quarter. The time and place of the regular meetings shall be set by the Chair in a manner acceptable to the Committee. The Chair may cancel a meeting.

Technical Advisory Committee Workshops: The Chair, or in the Chair's absence, the Vice Chair, may call a workshop for one specific purpose, provided that proper notice is provided to each member and other interested parties describing the purposes at least twenty-four hours prior to the time scheduled for the workshop. TAC members are appointed by their own political subdivision and may or may not be associated with the SWAC.

IV. CHAIR AND VICE CHAIR

- A. Chair: A majority of the committee shall elect one of its members as Chair. The term of the Chair shall be for one (1) year. The Chair shall be elected at the first meeting of the year and shall serve for a term of one year. The election year and the term of the Chair will begin at the first meeting of each year.
- B. Vice Chair: A majority of the committee shall elect one of its members as Vice Chair. The term of the Vice Chair shall be for one (1) year. The Chair shall be elected at the first meeting of the year and shall serve for a term of one year. The election year and the term of the Vice Chair will begin at the first meeting of each year.

V. CONDUCT OF MEETINGS

- A. Roberts Rules of Order: The parliamentary rules known as Roberts Rules of Order shall apply to and govern the procedures of all meetings of the Committee; provided that the Chair may elect to allow a more informal discussion format so long as business is conducted in good order and participation of all members is assured. Consensus of the members is the preferred means to resolve all questions before the Committee. Consensus is hereby defined as the absence of any no votes by members. If consensus is not reached, a majority vote of members present will prevail.
- B. Minutes/Agendas: Minutes of all meetings shall be kept and distributed to the members within one week after a meeting. Meeting minutes will be approved by a majority vote of members present. Agendas will be prepared, with verbal approval of the Chair, and distributed to the members at least seven days in advance of any regularly scheduled meeting.
- C. Public Access: All meetings shall be open to the public in accordance with the public meetings act RCW 42.30. All efforts will be made to provide electronic access for each meeting. If available, video recordings of each meeting shall be posted on Franklin County's Solid Waste Page. Provision shall be made for public comment at each meeting. Approved meeting minutes shall be available to the public on request.

VI. AMENDMENTS

To the extent that such an amendment would not conflict with the purpose for which the Committee was established, any of these bylaws may be amended or repealed, and new bylaws may be adopted, by majority vote of the entire SWAC. Members will be provided with proposed amendments at least two weeks before action is taken to amend these bylaws.

VII. TOPICS OF REVIEW

- A. County Solid Waste Plan: Formulation of the Plan, including major updates, recommendations, amendments and addenda to the Plan.
- B. Moderate Risk Waste Plan: Formulation of the Plan, including major updates, recommendations, amendments and addenda to the Plan.
- C. Legislative Proposals: Regulations adopted by the Board of Health, and by the Board of County Commissioners affecting solid waste management and related issues will be assigned to the Committee for review and comment prior to their adoption.
- D. Other Issues: Additional questions pertaining to Franklin County's waste management program may be addressed to the Committee by the Board of County Commissioners as deemed appropriate.