

# WASHINGTON COUNTY GARBAGE AND RECYCLING ADVISORY COMMITTEE BYLAWS

## I. PURPOSE:

To provide the Washington County Board of Commissioners (Board) with recommendations on solid waste related decisions from community members and businesses that are consumers or participate in the County's garbage and recycling system. Washington County Garbage and Recycling Advisory Committee membership will ensure diverse representation of lived and learned experiences that will help produce equitable outcomes from decisions that impact all users of the garbage and recycling system.

As provided in Washington County Code Chapters 8.04.060 and 8.08.130, the Washington County Garbage and Recycling Advisory Committee (Committee) has been appointed by the Board to assist the Board in achieving the above objectives. The Committee will:

- 1.1 Review and advise on issues and plans relating to the collection, storage, transport or disposal of garbage and recycling and waste management within the County.
- 1.2 Assess and report on the impact of decisions that affect all users of the garbage and recycling system including community members, businesses and other affected groups.
- 1.3 Review and advise on waste reduction and recycling education programs and campaigns.
- 1.4 Review and advise on proposed changes or additions to the Washington County Code, Solid Waste and Recycling Administrative Rules and other regulations enacted by the Board for the purpose of carrying out the intent of Washington County Code Chapters 8.04 and 8.08.
- 1.5 Review the findings of Solid Waste & Recycling division investigations and make recommendations to the Board regarding applications for Sanitary Service Certificates to collect, store, transport or dispose of waste or solid waste. Also, review and make recommendations for requests to transfer, modify, suspend or revoke existing Sanitary Service Certificates.
- 1.6 Review and make recommendations to the Board, based on Solid Waste & Recycling division findings, regarding proposed garbage and recycling rate increases or decreases.
- 1.7 Review and make recommendations to the Board regarding the provision of adequate disposal sites and disposal facilities to meet future demands. Also, review and make recommendations for minimum standards for the location and operation of disposal sites.

## II. MEMBERSHIP:

The Board may appoint a Garbage and Recycling Advisory Committee as provided in Washington County Code Chapters 8.04.060 and 8.08.130.

- 2.1 The Garbage and Recycling Advisory Committee membership will seek to represent the whole community. Membership will include representation from community members and community partners from historically marginalized groups including those with lived experience of racial and or ethnic inequity.

- 2.2 The Garbage and Recycling Advisory Committee shall consist of ten (10) members representing many dimensions of the community.
- 2.3 There shall be eight voting members representing the general public. The Committee will be composed of members that represent, but are not limited to, the characteristics below:

Community:

- Racial and ethnic communities
- Disability community
- Seniors/aging population communities

Sector:

- Housing interests
  - Single-family
  - Multi-family
  - Homeowner Association
- Businesses
  - Chamber of Commerce
  - Food Waste
  - Retail
- Student
- Retirees

Interests:

- Environmental health
- Non-profit/government
- Master Recyclers

- 2.4 All members of the Garbage and Recycling Advisory Committee representing the general public shall work and/or live in Washington County. Preference for membership will be given to applicants working and/or living in unincorporated Washington County.
- 2.5 There shall be one voting member representing the garbage and recycling collection and disposal industry; with not less than five (5) years of experience in collecting, processing, transporting or storing garbage and recycling within the State of Oregon.
- 2.6 The member of the Garbage and Recycling Advisory Committee representing the industry shall be actively engaged in providing services in or to unincorporated Washington County.
- 2.7 The Washington County Solid Waste & Recycling division manager shall be a non-voting member of the Committee.
- 2.8 The Garbage and Recycling Advisory Committee members must declare potential conflicts of interest related to issues under consideration. Such members will abstain from voting on issues related to a conflict of interest, as determined by County Counsel.

- 2.9 Individual Garbage and Recycling Advisory Committee members will exercise the authority of their position only when the Committee is in legal session. No individual member of the Committee has the authority to act in the name of the Committee unless authorized by a specific motion.
- 2.10 The Washington County Solid Waste & Recycling division staff shall assist the Committee chairperson with coordinating the activities/agendas of the Garbage and Recycling Advisory Committee. Staff assigned to the Committee shall maintain recordings, files and other matters.

**III. MEMBERSHIP TERM:**

- 3.1 The term of each Garbage and Recycling Advisory Committee member shall be four (4) years. Garbage and Recycling Advisory Committee members shall be appointed to no more than two (2) successive terms of membership unless otherwise approved by the Board.
- 3.2 Terms shall be so formed to avoid more than two (2) starting in any 12-month period.
- 3.3 Any Garbage and Recycling Advisory Committee member that has two (2) unannounced absences during the calendar year, without notice or reasonable explanation, may be automatically removed from the Garbage and Recycling Advisory Committee.
- 3.4 Any Garbage and Recycling Advisory Committee member that fails to maintain contact with the County or Committee may be removed from the Committee and the position will become vacant.
- 3.5 Any Committee member may resign from the Committee by submitting their resignation in writing to the Solid Waste & Recycling division manager.
- 3.6 Upon the resignation, removal, or inability to serve of any Garbage and Recycling Advisory Committee member, the Board shall appoint a person to serve the remaining unexpired term. Members who are appointed to fill a partial term will be eligible for two (2) additional four-year terms.

**IV. OFFICERS:**

- 4.1 At least once every two (2) years, the Garbage and Recycling Advisory Committee shall vote to select one of its members representing the public as chair and another member representing the public as vice-chair.
- 4.2 Each officer shall serve for two (2) years or until a successor has been duly elected. An officer's term may be renewed once for a total of two (2) terms.
- 4.3 The chair shall be responsible for the general operation of the Committee including the establishment of subcommittees or workgroups and presiding over Committee meetings.
- 4.4 In the absence of or inability to act as the chair, the vice-chair shall have all the authority of the chair.

## **V. MEETINGS:**

- 5.1 A Committee meeting calendar with topics noted shall be developed bi-annually and updated as needed.
- 5.2 The Committee shall meet at least annually.
- 5.3 Meetings will be typically scheduled on a monthly basis.
- 5.4 Regular meetings will be held in a location and time that promotes and removes barriers to membership.
- 5.5 A designated meeting will be held annually for the purpose of orientation and ongoing education regarding garbage and recycling matters.
- 5.6 Meetings shall be held either in-person or remotely through an online platform.
- 5.7 An optional pre-committee meeting for Committee members to engage with Solid Waste & Recycling staff on the scheduled topics shall be held, as requested.
- 5.8 To the extent possible, meetings will follow equity and trauma-informed guidelines that create an accessible and welcoming environment for membership participation.
- 5.9 Meeting information, including the agenda and staff reports, will be provided to Committee members one week prior to the meeting. Public notice of meetings will be posted at least one week prior to the meeting on the Solid Waste & Recycling division website.
- 5.10 A simple majority of the voting members shall constitute a quorum (minimum number of members necessary to conduct the business of the Committee). For purposes of determining a quorum and for purposes of voting, attendance via a telecommunication link is acceptable.
- 5.11 The Committee shall conform to the procedures outlined by the open meetings law of the State of Oregon. [ORS 192.610-695]
- 5.12 The Garbage and Recycling Advisory Committee may establish panels, study groups or subcommittees to conduct research and advise the membership.

## **VI. RULES OF ORDER:**

Generally, the Committee shall adhere to the following rules as they relate to meeting procedure:

### **6.1 Committee, Staff and Public Interaction:**

- The role of the Chair is to keep the Committee on task and on time.
- Everyone on the Committee participates.
- Unless a Public attendee is recognized by the Chair, only the Committee members and Staff may participate in discussion. If a Public attendee is recognized and asked to comment or to clarify a point, the response will relate only to the request made by

the Committee and may be subject to a time limit.

- A designated part of each agenda will be established to allow members of the audience an opportunity to speak to the Committee (Public Comment period).
- If a Public attendee follows the procedures to give public comment, the Chair will recognize that person for public comment.
- Any new business that results from Committee discussion, or is suggested during the Public Comment period, should be placed on the next meeting agenda. The Committee may ask Solid Waste & Recycling division staff to examine the issue and report at a future meeting.
- Agenda items are identified and placed on the agenda by the Chair and the Solid Waste & Recycling division manager, in advance of the meeting.
- Notice of a member's inability to attend meetings should be provided to the Chair and Solid Waste & Recycling division manager in advance of scheduled meeting dates.
- Meetings will start on time. Members are expected to be on time.

#### 6.2 Internal Committee Communication and Interaction:

- Allow a single Committee member to talk at a time.
- Focus on tasks and discourage distractions.
- Encourage all ideas.
- Strive for facts and understanding of other points of view.
- Encourage thoughtful disagreement.
- Provide and value constructive feedback. Avoid being defensive.
- Emphasize open and honest communication.
- De-personalize discussion of issues.
- Listen, be non-judgmental and keep an open mind.
- Emphasize balanced participation of all Committee members.
- Respect the Committee's time and meeting timetables.
- Foster and strengthen diversity, equity and inclusion in decision making on matters related to garbage and recycling in Washington County.

### **VII. GARBAGE AND RECYCLING ADVISORY COMMITTEE RELATIONSHIP TO THE BOARD AND STAFF:**

#### 7.1 Relationship to the Board of Commissioners:

7.1.1 Garbage and Recycling Advisory Committee members will be appointed by the Board.

7.1.2 The Garbage and Recycling Advisory Committee and the Solid Waste & Recycling Division shall develop bylaws governing the administration and duties of the Committee. The Board shall review, revise, and adopt the Committee bylaws.

7.1.3 The Garbage and Recycling Advisory Committee shall advise and make recommendations to the Board on issues related to waste and solid waste management within the County.

7.1.4 The Garbage and Recycling Advisory Committee shall assess and report to the Board on the impact of proposed decisions that affect all users of the garbage

and recycling system.

7.2 Relationship to Staff:

7.2.1 The Garbage and Recycling Advisory Committee will work in cooperation with Solid Waste & Recycling division staff.

7.2.2 The Garbage and Recycling Advisory Committee will not be involved in the Department of Health and Human Services or Solid Waste & Recycling division administration or operations.

**VIII. AMENDMENTS:**

A recommendation to repeal or amend the bylaws of the Garbage and Recycling Advisory Committee may be proposed through a majority vote of all members of the Committee present, provided that it has been made available to each member at least twenty (20) days prior to the meeting at which a vote is taken. Any proposed bylaw amendment must be approved by the Board before final adoption and enactment.