

# **Metropolitan Solid Waste Management Advisory Committee**

## **Bylaws**

**Adopted: December 12, 2014**

### **Article 1**

#### **Name**

The name of this committee shall be the “Metropolitan Solid Waste Management Advisory Committee.” The acronym “MSWMAC” may also be used for identification purposes.

### **Article II**

#### **Purpose**

The MSWMAC functions under authority of King County Ordinance No. 14971 and the 2012 Interlocal Agreement (ILA) as an advisory body to the County Council on solid waste system planning. The MSWMAC shall advise the County Council, the Executive, and the Solid Waste Interlocal Forum (SWIF) on all matters related to solid waste management issues. Initially, the MSWMAC will work with King County’s Solid Waste Division to evaluate solid waste transfer system capacity, public and private alternatives for transfer capacity and waste export, site evaluation criteria, and the siting of new facilities, as needed. The MSWMAC will also review and make recommendations on all solid waste planning efforts, such as the next update of the comprehensive solid waste management plan and the waste export system plan before transmittal to the Executive and the Council.

### **Article III**

#### **Membership**

Each City with a signed Interlocal Agreement participating in the King County solid waste system is eligible for membership on the MSWMAC. Each City shall appoint elected officials and/or staff as representatives and alternates to the MSWMAC. Representatives will serve until a city notifies MSWMAC of a change. The Solid Waste Division shall maintain a current roster of all participating cities and their representatives and alternates..

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Any eligible City can choose to participate on the MSWMAC at any time by providing written notice to the Chair of the MSWMAC and the Solid Waste Division Director or designee. As well, any City can resign from the MSWMAC by providing a written notification of withdrawal to the Chair of the MSWMAC and the Solid Waste Division Director or designee.

**Article IV**

**Officers**

The MSWMAC shall elect a Chair to preside over the meetings. The Chair will direct preparation of the agenda and approve the final agenda before it is sent to the members. The MSWMAC will also elect a Vice Chair, who will preside over meetings in the Chair’s absence. The term for the Chair and Vice Chair shall be one year.

Nominations and elections shall occur at the February meeting. The Solid Waste Division’s Staff MSWMAC liaison will preside over the election of the Chair and the new Chair will preside over the election of the Vice Chair. The election process will begin with the presiding officers calling for nominations and accepting as many as provided. Elections will be done by written ballot unless there is only one nomination.

**Article V**

**Meetings**

At the October meeting of each year, the meeting schedule for the following year shall be established and a work plan will be provided to MSWMAC for review and approval.

The Solid Waste Division shall staff the MSWMAC, including arranging the meetings, preparing meeting agendas for the Chair’s review and approval, and drafting meeting minutes for the MSWMAC’s review and approval.

Section 1. Agenda. At the direction of the Chair, an agenda shall be prepared and distributed to the MSWMAC members at least 7 days prior to the date of the meeting. Any member may cause an item to be placed on the agenda, making such request to the Chair at least 14 days prior to the date of such meeting.

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Section 2. Notice. The following items shall be e-mailed not less than 7 days prior to the date of a meeting: a meeting notice, containing an agenda of items to be discussed; background papers or documents, as necessary; and minutes of the last MSWMAC meeting.

Section 3. Quorum. A quorum shall consist of a majority of cities that have appointed members to participate in the MSWMAC.

Section 4. Voting. Decisions shall be made using a consensus model whenever possible. Each city agrees to use its best efforts and exercise good faith in consensus decision-making. If consensus cannot be achieved, a voice vote, consisting of one vote per city, may be requested by any member.

Section 5. Proxy. No proxy shall be valid for any reason.

Section 6. Presiding Officer. At any meeting of the MSWMAC one of the following shall preside in accordance with these bylaws in the following order of precedence:

- a) Chair
- b) Vice Chair
- c) Temporary Chair selected from nominations taken from the floor to serve for that meeting only

Section 7. Conduct of Meetings. The Chair shall have flexibility in the conduct of meetings and may make decisions to facilitate open discussion.

Section 8. Discipline. The Chair shall be responsible for maintaining order during meetings and shall exercise disciplinary power including, but not limited to, limiting discussion and ruling statements or motions not related to the topic of discussion to be out of order.

**Article VI**  
**Subcommittees**

88 Section 1. Subcommittees. MSWMAC shall establish subcommittees as needed.

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90 Section 2. Title and Responsibilities of Subcommittees. The responsibilities of each  
91 subcommittee shall be as assigned by the MSWMAC.

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93 Section 3. Subcommittee Meetings. The Solid Waste Division shall be responsible for notifying  
94 all subcommittee members of the place, date and time, and purpose of each subcommittee  
95 meeting. Minutes in brief shall be taken by King County Solid Waste Division staff and  
96 distributed to all MSWMAC members.

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98 Section 4. Activities of Subcommittee. Each subcommittee shall report all activities to the full  
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## ARTICLE VII

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### Parliamentary Authority (Rules of Order)

103 Section 1. Rules of Procedure for Meetings. When invoked, meetings of the MSWMAC and/or  
104 subcommittees shall be conducted in accordance with the most current issue of Robert's Rules of  
105 Order, except where such are in conflict with the Bylaws, whereupon the latter shall govern over  
106 said Rules of Order.

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## ARTICLE VIII

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### Amendment of Bylaws

110 These bylaws may be repealed or amended or new bylaws may be adopted at any meeting with a  
111 2/3 majority vote of the representatives at the meeting, provided that written notice of intent to  
112 amend, repeal, or adopt new bylaws shall be e-mailed not less than 14 days prior to the date of  
113 such meeting. Such notice shall include a copy of the motion to be made, as well as the written  
114 alteration, amendment, or substitution proposed.