

## SWAC Bylaws:

### I. Creation, Legal Basis, Purpose

The King County Solid Waste Advisory Committee, hereinafter called SWAC, has been established by King County Ordinance No. 6862, as amended by Ordinance Nos. 9086 and 14199, pursuant to RCW 70.95.165. The scope and charge of the SWAC shall be to:

- A. advise the King County Executive, Council and Solid Waste Division on all aspects of solid waste management planning;
- B. assist King County in the development of programs and policies concerning solid waste management; and
- C. review and comment on proposed solid waste management rules, policies, or ordinances prior to their adoption; and
- D. advise King County in the development of programs and policies that will establish, enhance and assure utilization of methods for reusing materials which would otherwise be disposed, and in particular to promote use of products manufactured from recycled materials. The Solid Waste Advisory Committee shall advise King County on methods to enhance the development of markets for use of recycled and recyclable materials. The Solid Waste Advisory Committee should emphasize development of local markets.

### II. Composition

- A. **Members** - The SWAC shall be composed of at least nine (9) and no more than twenty (20) members representing a balance of interests among the following groups: citizens, public interest groups, labor, business, the waste management industry, local elected public officials, the recycling industry, manufacturers locating in King County, and marketing and education interests. Members shall provide ongoing public input, coordination, and information exchange between the SWAC and the groups that they represent.
- B. **Ex-Officio Members** - The King County Executive may appoint nonvoting ex-officio members to the SWAC, who will serve at the Executive's discretion.
- 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. Reappointment shall be subject to confirmation by County Council motion.

- D. Chair - A majority of the Committee shall elect one of its members as Chair. The Chair shall be elected at the September meeting and assume office at the October meeting. The Chair shall serve a term of one year, beginning in October of each year, and may be reelected for succeeding terms.
- E. 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 election schedule and term of the Vice Chair shall correspond to that of the Chair.
- F. Vacancies - Vacancies shall be filled for the remainder of the term of the vacant position in the manner prescribed for the initial appointment.
- G. Subcommittees - Subcommittees may be formed as needed for the purpose of exploring issues before the SWAC in more detail than regular SWAC meetings may allow. Standing subcommittees shall be established at the first meeting of January each year; ad hoc subcommittees may be formed during the year. Subcommittee members shall be appointed by the SWAC chair from among those volunteering. Subcommittees shall report to the full SWAC at the regular SWAC meeting following each subcommittee meeting.
- H. Attendance - Each SWAC member is expected to participate in regular meetings of the SWAC and at least one subcommittee. A member of the SWAC who has attended at least one (1) of the last three (3) regular SWAC meetings and at least one subcommittee meeting in the preceding three months shall be considered to be active. A member who has missed three (3) consecutive regular meetings and has attended no subcommittee meetings in the preceding three months shall be considered inactive and may be removed from office by recommendation of the SWAC, if approved by the King County Executive, or at the discretion of the King County Executive.

### III. Staff

The SWAC shall be staffed by the King County Solid Waste Division, as necessary, to provide support to the SWAC.

### IV. Meetings

- A. Regular Meetings - Meetings of the SWAC shall be called when necessary, by the Chair. It is anticipated meetings will be held monthly. At least ten days' prior notice shall be given.
- B. Minutes/Agenda - Minutes of all SWAC meetings shall be kept by staff and distributed to the members within three (3) weeks after a meeting.

Agendas shall be prepared by staff, at the direction of the Chair, and distributed to the members at least seven (7) days in advance of any regularly scheduled meeting.

- C. Public Access - All meetings shall be open to the public. Provision shall be made for public comment at each meeting. Approved meeting minutes shall be available to the public on request. Meeting minutes shall be approved by a majority vote of members present.
- D. Quorum - For the purposes of the transaction of business of the Committee, a quorum shall be a majority of the appointed, confirmed members of the Committee.

V. Recommendations

Recommendations to the Solid Waste Division, Executive, County Council, or any other entity in the name of the SWAC shall be approved by a majority vote of the SWAC members present. Minority opinions may also be forwarded with the majority recommendation. Subcommittee recommendations shall not be considered recommendations of the SWAC unless the full SWAC has acted to approve them.

VI. Amendments

These bylaws may be amended by a majority vote of SWAC members, provided that at least ten days' notice of proposed bylaw amendments has been given to the SWAC.

VII. Severance Clause

Should any portion of these bylaws be declared unconstitutional or otherwise contrary to law, such decision shall not affect the validity of the remaining portion of these bylaws.

VIII. Rules of Procedures for Meetings

When invoked, meetings of the SWAC and/or subcommittees shall be conducted in accordance with the most current issue of Robert's Rules of Order, except where such are in conflict with the Bylaws, whereupon the latter shall govern over said Rules of Order.

Adopted - September 15, 1989

Revised - March 18, 1994

Revised - June 21, 2002

Revised - April 18, 2003

Revised - February 18, 2011

Revised - July 19, 2013

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