

1 | **BYLAWS OF THE**
2 | **SOLID-ZERO WASTE ADVISORY COMMISSION**

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5 | **ARTICLE 1. NAME.**

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7 | The name of the ~~board~~commission is Solid-Zero Waste Advisory Commission.

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9 | **ARTICLE 2. PURPOSE AND DUTIES.**

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12 | (A) The commission is empowered to review and analyze the policies and resources relating to solid
13 | waste management in the city, and to advise the city council on solid waste management policies
14 | and resources. The commission shall provide assistance to the city council to ensure its citizens
15 | that the City provides an economical and environmentally safe system of waste reduction,
16 | recovery and disposal.

17 |
18 | (B) The commission shall act as an advisory body to the city council and shall review programs and
19 | make recommendations regarding :

- 20 |
21 | 1. the City's waste stream;
22 | 2. minimization of environmental impacts due to waste disposal; and
23 | 3. implementation of programs that achieve the city's goals and objectives relating to
24 | solid waste management, including recycling, composting, alternative methods of
25 | waste disposal, and garbage collection.

26 |
27 | (C) The commission shall hold public hearings, initiate studies, review and make reports and
28 | recommendations to the city council, or other appropriate boards and commissions, concerning:

- 29 |
30 | 1. solid waste capital improvement project proposals;
31 | 2. solid waste bond programs;
32 | 3. hazardous waste materials management;
33 | 4. waste-stream planning and reduction of the waste-stream;
34 | 5. citizens' evaluation on solid waste matters;
35 | 6. incentives for participation in waste recovery programs;
36 | 7. air quality as it relates to or is affected by waste disposal;
37 | 8. alternative methods of waste disposal;
38 | 9. City's annual budget proposal for solid waste services, transportation and public
39 | services department;
40 | 10. cost effectiveness and financial impact of solid waste programs;
41 | 11. proposed and existing solid waste facilities within the city and outside the city if
42 | they have the potential to affect the city;
43 | 12. solid waste collection and disposal, and solid waste programs which have the
44 | potential to affect the city and make recommendations to the city council;
45 | 13. effectiveness of solid waste programs on an annual basis;
46 | 14. inventory of the City's solid waste systems;
47 | 15. use or disposition of equipment purchased for the resource recovery plant;

- 1 16. contractual obligations relating to the resource recovery plant; and
2 17. creation of a diversified short and long term solid waste management strategy
3 pending federal legislation.
4

5 (D) The commission may also exercise the following oversight functions:
6

- 7 1. work with staff to develop programs to implement the commission's duties and
8 responsibilities;
9 2. evaluate the economic feasibility and impacts of its goals and objectives programs;
10 3. coordinate with the staff for utilization of staff time and resources for liaison
11 activities with the commission;
12 4. make policy and budget recommendations to the city council relating to solid waste
13 program implementation;
14 5. review waste disposal program implementation strategies as they are developed;
15 6. review staff progress toward successful implementation of solid waste management
16 on a periodic basis;
17 7. review staff reports and studies relating to commission programs, including
18 economic and rate impacts and environmental effects; and
19 8. review the results from the monitoring of solid waste programs and facilities.
20

21 (E) The commission shall maintain and promote close cooperation and open communication between
22 the city council, other City boards, commissions, and committees, City departments and
23 individuals, institutions and agencies concerned with the policies and procedures and operation
24 of ~~the Solid Waste Services~~Austin Resource Recovery Department and the maintenance and
25 construction of the solid waste disposal facilities so that all similar activities in the City may be
26 coordinated to secure the greatest public welfare.
27

28 **ARTICLE 3. MEMBERSHIP.**

29
30 (A) The board commission is composed of seven members appointed by the city council.
31

32 (B) A member serves at the pleasure of the city council.
33

34 (C) Board Commission members serve for a term of three years beginning August 1st on the year of
35 appointment.
36

37 (D) An individual board commission member may not act in an official capacity except through the
38 action of the board commission.
39

40 (E) A board commission member who is absent for three consecutive regular meetings or one-third of
41 all regular meetings in a "rolling" twelve month timeframe automatically vacates the member's
42 position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply
43 to an absence due to illness or injury of the board commission member, an illness or injury of a
44 board commission member's immediate family member, or the birth or adoption of the
45 board commission member's child for 90 days after the event. The board commission member must
46 notify the staff liaison in writing of the reason for the absence not later than the date of the next
47 regular meeting of the board commission. Failure to notify the liaison before the next regular
48 meeting of the board commission will result in an unexcused absence.

1
2 (F) At each meeting, each boardcommission member shall sign an attendance sheet which indicates
3 that the member does not have a conflict of interest with any item on that agenda, or identifies each
4 agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the
5 member being counted as absent and his/her votes are not counted.

6
7 (G) A member who seeks to resign from the boardcommission shall submit a written resignation to the
8 chair of the boardcommission, the staff liaison, or the city clerk's office. If possible, the resignation
9 should allow for a thirty day notice so the city council can appoint a replacement.

10 11 **ARTICLE 4. OFFICERS.**

12
13 (A) The officers of the boardcommission shall consist of a chair and a vice-chair.

14
15 (B) Officers shall be elected annually by a majority vote of the boardcommission at the first regular
16 meeting after October 1st. In the event a current officer becomes ineligible to serve as an officer,
17 the boardcommission may hold an emergency election as needed.

18
19 (C) The term of office shall be one year, beginning November 1st and ending October 31st. An officer
20 may continue to serve until a successor is elected. A person may not serve as an officer in a
21 designated position of a boardcommission for more than three consecutive one-year terms. A
22 person who has served as an officer in a designated position of a boardcommission for three
23 consecutive terms is not eligible for re-election to that designated office until the expiration of two
24 years after the last date of the person's service in that office. The boardcommission may override
25 the term limit provision for an officer by an affirmative vote of two-thirds of the authorized
26 boardcommission members.

27
28 (D) A member may not hold more than one office at a time.

29 30 **ARTICLE 5. DUTIES OF OFFICERS.**

31
32 (A) The chair shall preside at boardcommission meetings, appoint all committees, represent the
33 boardcommission at ceremonial functions and approve each final meeting agenda.

34
35 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

36 37 **ARTICLE 6. AGENDAS.**

38
39 (A) Two or more boardcommission members may place an item on the agenda by ~~oral or~~ written
40 request to the staff liaison at least five-seven business days before the meeting. After first
41 consulting with and receiving input from the staff liaison, the chair shall approve each final meeting
42 agenda.

43
44 (B) The boardcommission liaison shall submit the meeting agenda through the online agenda posting
45 system for each meeting not less than 72 hours before the meeting.

46
47 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open
48 Meetings Act).

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4 **ARTICLE 7. MEETINGS.**

5 (A) The boardcommission meetings shall comply with Texas Government Code Chapter 551 (Texas
6 Open Meetings Act).

7
8 (B) BoardCommission meetings shall be governed by Robert's Rules of Order.
9

10 (C) The boardcommission may not conduct a closed meeting without the approval of the city attorney.
11

12 (D) The boardcommission shall meet monthly. In November of each year, the boardcommission shall
13 adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the
14 holidays and cancelled meetings.
15

16 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three
17 or more members. The call shall state the purpose of the meeting. ~~The~~ boardcommission may not
18 call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting
19 schedule, more often than once a quarter, unless the meeting is required to comply with a statutory
20 deadline or a deadline established by Council.
21

22 (F) Four members constitute a quorum.
23

24 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,
25 then the meeting may not be held.
26

27 (H) To be effective, a boardcommission action must be adopted by an affirmative vote of the number of
28 members necessary to provide a quorum.
29

30 (I) The chair has the same voting privilege as any other member.
31

32 (J) The boardcommission shall allow citizens to address the boardcommission on agenda items and
33 during a period of time set aside for citizen communications. The chair may limit a speaker to three
34 minutes.
35

36 (K) The staff liaison shall prepare the boardcommission minutes. The minutes of each
37 boardcommission meeting must include the vote of each member on each item before the
38 boardcommission and indicate whether a member is absent or failed to vote on an item.
39

40 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The
41 ~~Solid Waste Services/Austin Resource Recovery Department~~ shall retain all other boardcommission
42 documents. The documents are public records under Texas Local Government Code Chapter 552
43 (Texas Public Information Act).
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45 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the boardcommission votes to
46 continue the meeting.
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48 (N) Each person and boardcommission member attending a boardcommission meeting should

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- 1 | observe decorum pursuant to Section 2-1-48 of the City Code.
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ARTICLE 8. COMMITTEES/WORKING GROUPS.

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COMMITTEES

(A) The Solid-Zero Waste Advisory Commission shall have the following committees:

(1) Universal Recycling Ordinance Committee: the duty of the committee is to review the Commercial and Multi-Family Recycling Ordinance, Austin City Code Article 5;

(2) Bylaw Committee: the duties of the committee are to review the Solid-Zero Waste Advisory Commission Bylaws, Austin City Code, Title 2, Chapter 2-1-182;

(3) Hauler License Fee Committee: the duty of the Committee is to review the fees associated with private haulers hauling within the City, Austin City Code, Title 15, Article 3;

(4) Product Stewardship Committee: the duty of the Committee is to review producer take and product stewardship.

(B) Each committee must be established by an affirmative vote of the boardcommission. A committee cannot meet until its creation is approved by the Council Audit and Finance Committee. Each committee shall consist of at least three boardcommission members appointed by the chair. A staff member shall be assigned to each committee by the director of the Solid Waste ServicesAustin Resource Recovery Department.

(C) The boardcommission chair shall appoint a boardcommission member as the committee chair, with the member's consent.

(D) A majority of the total number of appointed committee members constitutes a quorum.

(E) Each committee shall meet on a regularly scheduled basis at least quarterly.

(F) Each committee shall make an annual report to the boardcommission at the January boardcommission meeting.

(G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551(Texas Open Meetings Act).

(H) At each committee meeting, a committee member shall sign in on a sheet provided and shall indicate that the member has no conflict of interest with any item on the committee meeting agenda, or identify each agenda item on which the member has conflict of interest.

WORKING GROUPS

(A) The board can determine the size of a working group but the number of boardcommission members serving on the working group must be less than a quorum of the boardcommission.

(B) A working group may designate a chair, with the member's consent, but is not required to do so.

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2 (C) Quorum requirements do not apply to working groups.
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4 (D) Staff support will not be provided for working groups.
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6 (E) Working groups are not required to post their meetings in accordance with the Texas Government
7 Code Chapter 551 (Texas Open Meetings Act).
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9 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**

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11 The rules contained in the current edition of Robert's Rules of Order shall govern the
12 ~~board~~commission in all cases to which they are applicable, except when inconsistent with
13 these bylaws or with special rules of procedure which the ~~board~~commission or city council
14 may adopt.
15

16 **ARTICLE 10. AMENDMENT OF BYLAWS.**

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18 A bylaw amendment is not effective unless approved by the Council Audit and Finance
19 Committee.
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21 | The bylaws were approved by the ~~Solid-Zero~~ Waste Advisory Commission at their meeting held
22 on February 9, 2011.
23
24
25 | ~~Annette Moreno~~Vera Labriola, Department Executive Assistant