

COMMITTEES AND WORKING GROUPS

From the Updated Bylaws:

COMMITTEES

- (A) The Zero Waste Advisory Commission shall have the following committees:
 - 1) Universal Recycling Ordinance Committee: the duty of the committee is to review the Universal Recycling Ordinance, Austin City Code Article 5, and to hold meetings with stakeholders as they develop recommendations to Council to fully implement the Universal Recycling Ordinance throughout the city, including city facilities and public spaces.
 - 2) Construction and Demolition Ordinance Reform Committee: the duty of the committee is to review relevant ordinances that impact recycling of construction and demolition debris.
 - 3) Organics Management Committee: The duty of the committee is to collaborate with staff by making recommendations to the Austin Resource Recovery Director to develop policies for food waste prevention and recovery consistent with the Zero Waste Master Plan.
- (B) Each committee must be established by an affirmative vote of the board. A committee cannot meet until its creation is approved by the Council Audit and Finance Committee. Each committee shall consist of at least three board members appointed by the chair. A staff member shall be assigned to each committee by the director of the Austin Resource Recovery Department.
- (C) The board chair shall appoint a board 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 board at the January board 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 a conflict of interest.

WORKING GROUPS

- (A) The board can determine the size of a working group but the number of board members serving on the working group must be less than a quorum of the board.
- (B) A working group may designate a chair, with the member's consent, but is not required to do so.

- (C) Quorum requirements do not apply to working groups.
- (D) Staff support will not be provided for working groups.
- (E) Working groups are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act).

To Note:

- Proposal of new, or dissolution of existing committee must be voted on
- A *Committee* must adhere to TOMA requirements
- Committees must be established on an affirmative vote of the commission
- New Committees cannot meet until its creation is approved by the CAFC
- Committees must meet at least quarterly
- Non commissions members may not serve on committees
- A Commission can create or dissolve a *working group* at any time. It is not subject to Texas Open Meetings Act requirements.

PROCEDURE FOR ADDING A COMMITTEE:

1. If a recommendation for a new committee is proposed, a motion must be made and seconded.
2. ZWAC must make a *recommendation* to amend bylaws. Amending bylaws cannot be done without the approval of the Council Audit and Finance Committee.
3. The recommendation and the business justification for this committee are sent to the City Clerk to coordinate scheduling on the next Council Audit and Finance agenda. The CAFC have generally met the 4th Wednesday of the month from 9am-12pm.
4. If addition of Committee is approved by the CAFC, the following ZWAC meeting shall include a discussion and action item to approve amended bylaws
5. Once members are assigned and a Staff liaison has been selected, meetings can commence.