





Zero Waste Advisory Commission Universal Recycling Ordinance Committee

Bylaws Review

December 16, 2016





Committee Intent

ARTICLE 8. COMMITTEES/WORKING GROUPS.

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.



Committee Formation

- (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.



Committee Quorum

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

Two of the **three** URO Committee Members must be in attendance for the meeting to be held.

If a quorum for a meeting does not convene within **½ hour** of the posted time for the meeting, then the meeting may not be held.

ZWAC members who are not appointed to the URO Committee may attend URO Committee meetings, but **cannot not vote**.

It is recommended that no more than a two additional ZWAC members attend a committee meeting to avoid a quorum of ZWAC. **If you anticipate six or more ZWAC members** to be in the same room for a Committee, meeting please notify the staff liaison before agenda posting.



Scheduling Meeting

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

The Committee Chair is responsible for coordinating with the staff liaison to **schedule meetings**.

Fiscal Year (Quarters)

- 1 October, November, December
- 2 January, February, March
- 3 April, May, June
- 4 July, August, September



Annual Report

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

Annual reports are developed by the Committee Chair in coordination with the staff liaison. This is typically drafted in December. A final draft of the report should be provided as agenda back up **10 business days** for before the January ZWAC meeting date.

The Committee Chair presents the report at the ZWAC meeting.



Open Meetings and Conflicts of Interest

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

Agendas are developed by the Committee Chair in coordination with the staff liaison and must be posted at least **72 hours** before the meeting start time.

- (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.

Contact the City of Austin Ethics and Compliance Division at 512/974-2798 if you have questions or concerns.



**URO Committee
City Staff Liaison**

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