

# Zero Waste Advisory Commission Construction and Demolition Ordinance Reform (C&D) Committee

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Bylaws Review      April 23, 2021



# Committee Intent

## **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

### **COMMITTEES**

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

- 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.

# Committee Quorum

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

- **Two** of the **three** C&D 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 C&D Committee may attend C&D Committee meetings, but **cannot vote**.
- It is recommended that no more than 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.

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